



Mr. Kelley came before the committee with some questions on the budget and technology. He started off with requesting for next year a budget break out for technology with the pie charts that were provided, explaining that it would help people understand where the money is going.

Next, Mr. Kelley asked how does the town IT Department look right now, therefore, what is the current structure. The Superintendent explained that there has been some restructuring and we currently have Mike Anderson who oversees hardware and software, Collin MacDonald manages the instructional side, and then Ben Rubino does all the network work and reports to both Mike and Collin but more so to Mike. Ben does the district wide work. We also have Barry Belanger who works with the buses and manages network and technology at the Penn Brook. Barry also handles district wide data. They have also hired a data clerk at \$20/hour, whose job is to collect data and report to the state. They report to Collin, work 35 hours a week and may work some days during summer. This year we also have technology integration, Liz Marchetti and Sandra Schwarzkopf teaching integration. Mr. Kelley then asked, why did we budget a 46.7% increase in computer support and where did the \$46,000 increase that we show go. In addition, he added that Google Classroom is expecting to add a fee per student and administrator this year. Is this something that we budgeted for? Mr. Kelley also asked if he could have a breakdown of our hardware cost and noted that there was no training allocated in the budget for Technology. The Superintendent and Suzanne Sutherland, Business Manager/Director of Operations, agreed to provide Mr. Kelley with the information he has requested.

#### Out of State Field Trip Authorization – Tyler Polston

Chairman Linares introduced Tyler Polston, a music teacher from the Penn Brook, who came before the committee to ask for permission to take 5<sup>th</sup> and 6<sup>th</sup> grade students to the Great East Music Festival. After the festival, the group will travel to Canobie Lake Park in Salem, NH as a celebration for the year's accomplishments. Mr. Polston added that this program is part of the enrichment program and is open to 5<sup>th</sup> and 6<sup>th</sup> grade students. He explained that students pay a user fee, which goes towards the cost of the trip. This cost of the trip will be \$55/person. They are estimating 35 students will be attending. Registrations will be accepted until the week after February vacation. The chaperone ratio is 1 for every 8/10 kids, but there are usually additional parents that attend. Member Hinchliffe asked if they were planning on keeping this as an enrichment program and Mr. Polston said that they probably would because that allows him to open it to more students.

**MOTION:** Cheryl Lachendro (M. Hinchliffe second) to approve the request for the proposed trip to the Great East Music Festival and Canobie Lake Park for the 5<sup>th</sup> and 6<sup>th</sup> Grade students on Friday, May 25, 2018. So voted (5-0). Motion carried.

#### New Business

##### 2018-2019 School Calendar

Chairman Linares began the discussion regarding the 2018-2019 School Calendar. Member MacDonald asked why the decision was made to start after Labor Day. The Superintendent explained that historically when Labor Day falls on the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> of September, the first day of school is started after the 3<sup>rd</sup>. When Labor Day falls on the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> of September, then school would start before. When Labor Day falls on September 4<sup>th</sup>, then the first day of school could be either before or after.

Member MacDonald asked if we were looking at blizzard bags. The Superintendent explained that some districts are beginning to use them, but only after 3 days out of school. Several districts in New Hampshire have adopted them and also Wakefield, MA is using them. Burlington was using them, but had a problem with the elementary grades with less than 30% of the students doing the work, so they have stopped them. The Chair feels that this is something worth investigating. The Superintendent explained that the projected last day of school is to be June 17<sup>th</sup> and if five additional snow days are used, it would be June 24<sup>th</sup>.

There was an issue brought up regarding starting school before Labor Day. Since Kindergarten registration requires the child to be age 5 by August 31<sup>st</sup>, if school is starting before September 1<sup>st</sup> and the child is not yet 5, they not be able to register. Member Hinchliffe voiced his concern over the lack of consistency of 5 day weeks and Member Lachendro added that November has only 1 full week. There was also a concern brought up regarding elementary conferences are late for December 12<sup>th</sup>, but Margaret Maher explained that it fell late because teachers prefer to have conferences after report cards are sent home. In addition, the Committee does not agree with the school events falling on evenings with School Committee meetings.

The Superintendent explained that traditionally graduation is the first Saturday in June, however, since the last day of school for seniors is 12 days before graduation, the date needs to be moved to the second Saturday in June which is the 8<sup>th</sup>.

**MOTION:** Pam Lundquist (S. MacDonald second) to approve the 2018-2019 School Calendar as presented. So voted (5-0). Motion carried.

Document Referenced: 2018-2019 School Calendar.

### **Administrative Reports**

#### **FY19 Superintendent's Recommended Budget**

Superintendent Jacobs asked if there was any discussion or questions regarding the budget. Member MacDonald asked why there were 2 assistant principals for the Middle High School. The Superintendent explained that we have 1 full time Principal (P. Lucia), 1 full time Assistant Principal (H. Mongeau) and 1 part time Assistant Principal (G. Prescott) who is also part time Athletic Director. She added that Ms. Mongeau and Mr. Lucia do most of the evaluations since Mr. Prescott is part time AD. Ryan Browner, who is the Assistant AD, helps Mr. Prescott and works part time for the Athletic Department and also works part time for building and grounds. The Chair suggested that we look at having one full time AD for the future and the Superintendent said that she would like to wait and have the new principal look at restructuring. Member Lundquist presented a question on enrollment. She was wondering if the numbers were actual or just estimates. The Superintendent confirmed that these were actual numbers of students in seats as of October 1<sup>st</sup>. Member Lundquist also asked if we knew what Chapter 70 funding would be for this year yet. The Superintendent confirmed that Mike Farrell (Town Administrator) told her it would be \$60,000 more, which is the total town side. Member Lundquist also asked if rates were increase for the Extended Day Program and Suzanne Sutherland confirmed that they were increased by 5% for this year. Member Lundquist also asked what the 3 baseline numbers that the town Finance Committee always asks for. The Superintendent confirmed it is salaries, non-salaries and special education. There were additional questions asked regarding the preschool revolving account and extended daycare, but the Superintendent explained that it is all depending on enrollment and they would know more after the March 14<sup>th</sup> lottery.

Document Referenced: Superintendent's Recommended FY19 Budget

### **New Business**

#### **Acceptance of Donation for School Lunch**

Chairman Linares announced that an anonymous donor has generously donated \$25.00 to ensure that students receive regular lunches.

**MOTION:** Pam Lundquist (S. MacDonald second) to accept the generous donation in the amount of 25.00 for the school lunch program from an anonymous donor with gratitude. So voted (5-0). Motion carried.

Document Referenced: Donation document.

Acceptance of Donation for the Drama Program

Chairman Linares has announced another anonymous donor has generously donated \$1,500.00 for the drama program with gratitude.

**MOTION:** Suzanne MacDonald (C. Lachendro second) to accept the generous donation in the amount of \$1,500.00 for the drama program from an anonymous donor with gratitude. So voted (5-0). Motion carried.

Document Referenced: Donation email

**MOTION:** Barbie Linares (C. Lachendro second) motion to enter into Executive Session under M.G.L. Chapter 30A, Section 21 at 8:47 pm for purpose of contract negotiations. So voted via role call vote (5-0). Motion carried.

*Respectfully Submitted,  
Nancy Weiss, School Committee Secretary*