



**Georgetown School Committee**  
**Thursday, June 14, 2018 6:30PM**  
**Town Hall 3rd Floor Meeting Room**  
**Regular Session Minutes**

**Barbie Linares, Chairman**  
**Pamela Lundquist, Vice Chairman**  
**Michael Hinchliffe, Clerk**  
**Cheryl Lachendro**  
**Suzanne MacDonald**

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**In Attendance:**

Barbie Linares	Superintendent Jacobs	Collin MacDonald
Pamela Lundquist	Suzanne Sutherland	Mike Anderson
Cheryl Lachendro		Margaret Maher
Michael Hinchliffe		Dan Richards
Suzanne MacDonald		

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Chairman Linares called the meeting to order at 6:30PM. All recited the Pledge of Allegiance.

**Call To Order:**

**Consent Agenda**

Chairman Linares read the items included in the Consent Agenda for June 14, 2018 which were Regular & Executive Session Minutes of 5/24/2018, Negotiations Executive Session Minutes of 5/30/2018, Baker Adams Scholarship Executive Session Minutes of 5/30/2018, and Acceptance of Warrants #50P18 and #49V18.

**MOTION:** Suzanne MacDonald (C. Lachendro second) to approve the consent agenda as presented. So voted (5-0). Motion carried.

Documents Referenced: Regular & Executive Session Minutes of 5/24/2018, Negotiations Executive Session Minutes of 5/30/2018, Baker Adams Scholarship Executive Session Minutes of 5/30/2018.

**Student Representative**

Chairman Linares announced that student representative Chloe Martens was not present at the meeting.

**Audiences**

**Summer Maintenance Projects – Mike Anderson**

Mike Anderson came before the Committee to discuss the list of summer maintenance projects that he will be working on with his crew. Security is the largest project they will be tackling. The electrician and another maintenance person have already started running wires to try to stay ahead of the deadlines. The Superintendent explained they are encountering issues with Lifelock due to the fire codes. The Superintendent added that they are planning to meet again next week to discuss options. Everyone at Penn Brook School has received a magnet for their doorway. This magnet when placed over the strike plate will allow the door to be locked but still be able to open the door. In case of an emergency, the magnet is removed and the door will remain locked. In addition to the list of maintenance projects, there are also several IT projects Mike is working with Ben Rubino on. They are in the process of collecting laptops from teachers and also, since the conversion to Google, the server is being eliminated.

Documents Referenced: Summer Maintenance Projects and Timeline

### Administrative Reports

#### Superintendent 's Report

##### - Youth Center

The Superintendent explained to the Committee that this idea is just in the beginning stages. The Superintendent went on to say that they are looking at the upstairs of the Perley School as a possible location for a youth center. She mentioned that the Attitudes and Behavior Study revealed that the Georgetown youth do not feel valued and would like a place to get together and gather. Therefore, she has realized that there is a need for a town youth center for youth aged 11-18. The Superintendent has gathered some organizations (PTA, GEF, Park & Rec, GAA) to work together and set up a pilot program to begin in October.

##### - Assistant Principal Resignation & Introduction of New GMHS Principal

The Superintendent announced that she has received a resignation from GMHS Assistant Principal Heidi Mongeau. The new GMHS Principal, Dan Richards, was introduced to the Committee. The Superintendent has discussed restructuring the current model with the incoming new principal, Dan Richards, and he has made a recommendation. Mr. Richards would like to keep the 2 Assistant Principal positions and have Ryan Browner assume the AD/Maintenance & Grounds position with Guy Prescott as his mentor and back up. They would like to treat the middle school and high school as one school – grade 7-12 continuum. Even though the middle school and high school have different needs and different issues, they would like to treat it as one unit. The model they are suggesting allows the students to be with the same AP all 6 years. When the student enters 7<sup>th</sup> gr they are assigned an AP and guidance. This helps the administration get to know the student and be able to recognize issues and build a relationship with them.

Documents Referenced: GMHS Assistant Principal Student Supervision Model

##### - Future Business Leaders of America

Superintendent Jacobs discussed a proposition that Lisa Ryer has made as an alternative to DECA for next year. The advantages for FBLA is that anyone can participate not just students on the business track, it would be less days out of school, DECA families spending a lot of money for competitions. Dan Richards, new GMHS Principal, commented that Belmont has FBLA because it is more flexible and affordable and is in favor of the change.

Documents Referenced: DECA email

### Department Reports

##### - Health & Wellness Curriculum

Collin MacDonald and the Health & Wellness Committee are recommending a new curriculum to begin the fall. Mr. MacDonald is recommending “Too Good for Drugs Program” which is a per grade level curriculum and is also developmentally appropriate. The total cost for the Too Good for Drugs Program for Penn Brook and GMHS is \$12,093.57.

##### - Social Emotional Curriculum for Penn Brook

Collin MacDonald brought before the Committee for review a new curriculum for the Penn Brook School. Mr. MacDonald is recommending the “Second Step Program for grades K-6”. This program has been approved by the State to deal with topics such as bullying, anti-violence and strategies to help build positive school culture. The teachers have requested a more user friendly program. This program is grade specific. The total cost for the Second Step Program materials for the Penn Brook School is \$11,511.00.

Documents Referenced: Health & Wellness Curriculum and Social Emotional Curriculum for Penn Brook

#### Technology Acceptable Use Policy Revisions

Collin MacDonald explained that they met with the Governance Subcommittee last Tuesday. The current Acceptable Use Policy was vague and we needed something clearer when using technology in the district. The new language will also be put in the student handbooks for Penn Brook.

In addition, they are looking to use a new program called Gaggle, which monitors and filters all incoming and outgoing student emails. This program would be able to flag any inappropriate content, profanity and harassment being discussed in the student email accounts. Any student email which is identified as inappropriate will be reviewed by student administration. The yearly membership fee for this program is \$5,000.

Document Referenced: Technology Acceptable Use Policy

#### Financial Report

##### Konica Three Year Lease – Suzanne Sutherland

Suzanne Sutherland presented to the Committee the request to replace the 12 copy machines which are currently in the district at the end of their multi-year lease. These 12 machines would be replaced with a new three-year lease in the total of \$102,990.60 with 3 annual payments of \$34,330.20.

**MOTION:** Suzanne MacDonald (C. Lachendro second) to approve the Konica Three Year Lease as presented by Finance Director, Suzanne Sutherland. So voted (5-0). Motion carried.

Documents Referenced: Konica Three Year Lease Agreement

##### Transfers – Suzanne Sutherland

Finance & Operations Director Suzanne Sutherland reported that there is a need for several line item transfers.

**MOTION:** Michael Hinchliffe (C. Lachendro second) to approve Line Item Transfers #226-#315 dated 6/14/18 in the amount of \$187,882.46 as presented. So voted (3-0). Motion carried.

Document Referenced: Line Item Transfers spreadsheet #226-#315 dated 6/14/18 in the amount of \$187,882.46

#### Subcommittee Reports

Budget & Finance – It was reported that a meeting is scheduled for tomorrow.

##### Acceptance of Donation for the Preschool Awning

Superintendent Jacobs reported that the Perley Integrated Parent Teacher Organization would like to donate \$2,068.29 to purchase a retractable awning for the preschool playground. This is a very sunny space and tends to get very hot. This awning will provide much needed shade.

**MOTION:** Suzanne MacDonald (M. Hinchliffe second) to approve the donation of \$2,068.29 for the purchase of a retractable awning for the integrated preschool. So voted (5-0). Motion carried.

Document Referenced: SunSetter Awning for Preschool Playground Information Sheet

##### Acceptance of Donation for a Compost Bin for the Perley School

Superintendent Jacobs explained that the Perley Integrated Parent Teacher Organization would like to donate \$96.99 for the purchase of an Algreen Soil Saver Compost Bin for the integrated preschool.

**MOTION:** Cheryl Lachendro (S. MacDonald second) to approve the donation of \$96.99 for the purchase of an Algreen Soil Saver Compost Bin for the integrated preschool. So voted (5-0). Motion carried.

Document Referenced: Perley Integrated Parent Teacher Organization email dated 4/26/2018

### New Business

#### School Committee Evaluation

The School Committee evaluates itself annually to ensure that they are following previously set up goals and the ratings are in the following categories: Governance, Operations, Member Relations, Committee/Superintendent Relations, Strategic Planning & Fiscal Management, and Community Relations. Overall the scores show that the Committee agrees or strongly agrees with their performance in the above categories.

Document Referenced: School Committee Self Evaluation Average Scores

#### Superintendent's Evaluation

Chairman Linares stated that she would review the overall performance of the Superintendent then individual members were asked if they wanted to speak. The overall rating is proficient but there were also exemplary ratings given. This performance evaluation includes Instructional Leadership, Management & Operations, Family & Community Engagement and Professional Culture. Each member had the opportunity to meet with Superintendent Jacobs individually. Chairman Linares commended the Superintendent for taking the time to attend so many school events as well as many town events. The Superintendent is very involved in the district and the children see and recognize her.

**MOTION:** Cheryl Lachendro (M. Hinchliffe second) motion to adjourn at 9:45PM. So voted (5-0). Motion carried.

*Respectfully Submitted,  
Nancy Weiss, School Committee Secretary*