



**DRACUT SCHOOL COMMITTEE MEETING
Minutes**

DATE: December 12, 2011

LOCATION: Harmony Hall

SCHOOL COMMITTEE MEMBERS PRESENT:

Mrs. Bonita Elie, Chairman
Mr. Matthew Sheehan, 1st Vice Chairperson
Mr. Michael Miles, 2nd Vice Chairperson
Mr. Ronald Mercier
Dr. Michael McNamara

SCHOOL PERSONNEL AND OTHERS PRESENT:

Dr. Stacy Scott, Superintendent of Schools
Mr. Thomas Rose, School Business Administrator
Attorney Kevin Murphy
Cynthia Curtis, Recording Secretary

CALL TO ORDER:

The Regular Session Meeting of the School Committee was called to order by Chairperson Bonita Elie at Harmony Hall at 7:00 p.m.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:

Chairperson Elie called for the pledge of allegiance and a moment of silence for the Worcester Firefighter who lost his life in the line of duty.

APPROVAL OF MINUTES

1. Motion by Mr. Sheehan, seconded by Dr. McNamara to approve the November 12, 2011 regular session school committee meeting minutes.

Vote: Unanimously Approved

2. Motion by Dr. McNamara, seconded by Mr. Sheehan to accept the October 24, 2011 Finance Sub-Committee meeting minutes.

Vote: Unanimously Approved

PRESENTATION OF SENIOR HIGH SCHOOL STUDENT REPRESENTATIVE:

Britney Tobey gave an update on events at Dracut High School. The Junior Semi-Formal was well attended. The Sports Awards was also well attended by student athletes and parents. Cheerleaders and Soccer are MVC champion teams. Field Hockey and Girls Soccer Coach were named coach of the year. A holiday party is being held for students in grades K-6. Fundraisers as the hat and mitten drive, blanket drive and pajama drive continue.

APPROVAL OF BILLS AND PAYROLLS:

Bills and Payrolls were signed as follows:
Warrant 20120019 by Mr. Sheehan, Mr. Mercier and Dr. McNamara
Warrant 20120020 by Mr. Sheehan, Mr. Mercier and Mr. Miles

COMMUNITY INPUT:

No community input

COMMITTEE REPORS

Finance Sub Committee Update

Mr. Sheehan and Dr. McNamara gave an update on the Finance Sub-Committee meeting that was held on December 9th. At this meeting there was a review of the budget, transportation account status, revolving accounts, transfer accounts, special education tuitions, the reorganization chart, and the FY13 budget schedule. Extensive discussion was held regarding the current FY12 budget. A Finance Sub-Committee meeting is scheduled for December 22nd at 10:00 am where the sub-committee will receive an update on the current budget status.

Mr. Mercier requested that the full board receive the same back-up information that the finance sub-committee members receive. Mr. Rose will forward the FY13 proposed budget schedule to all members of the Committee.

CALENDAR OF EVENTS:

- December 13th Campbell School PTO and Junior High PTO with Dr. Scott as a guest speaker
- December 15^h Dracut High Winter Concert
- December 16th Englesby Activity Night and Junior High progress reports issued
- December 20th Dracut High progress reports issued
- December 21st Brookside PTO meeting
- December 22nd Elementary and Englesby progress reports issued
- December 26th – January 2nd Christmas Vacation

SUPERINTENDENT’S INFORMATIONAL ITEMS:

Other

Dr. Scott referred to the high school fall production and the athletic sports awards night and congratulated all students.

Staffing Announcements

Dr. Scott referred to the paraprofessional position and is properly certified/licensed. Other positions listed were athletic coaching positions for winter sports.

Dr. Scott introduced Christine McGrath who was the former Superintendent in Tewksbury. Dr. McGrath is working for the Department of Elementary and Secondary Education as a Level III coach for Superintendents.

OLD BUSINESS

High School Renovation Project

Meetings continue with the architects reviewing the dates and schedules. The project is estimated for twenty-six months. Dr. McNamara, as the School Committee Representative, will attend the Permanent Building Committee meeting scheduled for December 14th. Mr. Sheehan asked that a joint meeting be scheduled with the Permanent Building Committee. Dr. McNamara noted that he will bring this matter up at the December 14th meeting.

School Business Administrator Contract

The contract was adjusted with an extension. The salary adjustment will not be retroactive. Any subsequent salary adjustments will be based on performance evaluations. The language now reflects the Superintendent of Schools on behalf of the School Committee. Mr. Sheehan indicated that the contract was discussed at the last Finance meeting and that the language of “the Superintendent of Schools on behalf of the School Committee” be reflected throughout the contract. Attorney Murphy indicated that the Chair sign the contract as the School Committee, under law, hires the School Business Administrator.

Dr. McNamara referred to vacation time and personal time and that these should reflect the Superintendent of Schools on behalf of the School Committee.

Mr. Mercier inquired about the increase in salary. Dr. Scott is making a recommendation that the salary be adjusted from \$90,000 to \$95,000.

3. Motion by Mr. Miles, seconded by Mr. Sheehan to approve the School Business Administrator contract subject to the appropriate changes with final review by legal counsel.

Roll Call Vote:

Mr. Mercier	Yes
Mr. Miles	Yes
Dr. McNamara	Yes
Mr. Sheehan	Yes
Mrs. Elie	Yes

Other:

Mr. Miles inquired about evaluations for administration specifically for new hires. Mr. Miles would like to see this accomplished to see how the transition is working. Dr. Scott indicated that no new hires are at the one year mark and he believes that he has a strong team.

Mr. Mercier inquired if School Committee were allowed to review evaluations. Attorney Murphy noted that these are part of their personnel file and could be released to the School Committee but not for public review.

Table of Organization:

A new table of organization was presented with more clarification from the first draft.

Attorney Murphy indicated that this is for information only and does not require a vote of the Committee.

Report Requests:

- Mr. Sheehan requested that the topic of the Attorney contracts be on the agenda for the January meeting for discussion.
- Mr. Mercier requested information regarding dropout rates. This will be presented at a future meeting.
- Mr. Mercier requested that budget workshops be scheduled.
- Mr. Miles indicated that the use of outside vendors for catering events go through the Foodservice Director. Dr. Scott indicated that this was discussed at the Finance meeting and that he will

confer with Mr. Maguire about the school utilizing outside vendors and working with the Foodservice Director.

- Mrs. Elie congratulated all those that participated in the ginger bread competition and thanked the Rotary Club for this project.
- Mr. Elie would like the students that participated in the pajama drive be invited to the next meeting so they can be recognized and perhaps recognition of athletics.
- Dr. McNamara requested a comprehensive budget update, no later than the second meeting in January, specifically in the areas of Special Education tuitions, substitute account and professional development.
- Dr. McNamara indicated that the policy sub-committee is waiting for information from the committee working on the new concussion policy. The policy sub-committee will meet to review this policy as well as the social net working policy proposal as soon as information is received regarding the concussion policy.
- Dr. McNamara requested that an update be given on the business round table meetings that have been held. Dr. Scott indicated that he had a meeting with the Panasonic Corporation and had them as a guest speaker at a recent round table meeting. Dr. Scott will update at the next meeting.
- Dr. McNamara indicated that he received information from NSBA about an upcoming conference in Boston and would like this on the agenda for the next meeting. Dr. McNamara would like to represent Dracut at this conference and indicated he will pay his own expenses.

NEW BUSINESS:

Birthday wishes were sent to Bonnie Elie's grandson and spouses of several members of the Committee. Mrs. Elie congratulated her daughter on her recent pregnancy. Dr. McNamara wished Mr. William O'Neill good health. The Committee wished everyone a happy holiday and the Dracut Food Pantry is always accepting donations.

ADJOURNMENT:

4. Motion by Mr. Sheehan, seconded by Mr. Mercier to adjourn the regular session meeting of the Dracut School Committee.

Roll Call Vote:

Mr. Mercier	Yes
Mr. Miles	Yes
Dr. McNamara	Yes
Mr. Sheehan	Yes
Mrs. Elie	Yes

The regular session meeting of the Dracut School Committee meeting was adjourned at 7: 48p.m.

Respectfully Submitted,

Cynthia Curtis
Recording Secretary

List of documents and exhibits:

1. School Committee agenda packet