



## **DRACUT SCHOOL COMMITTEE MEETING Minutes**

**DATE:** November 14, 2011

**LOCATION:** Harmony Hall

**SCHOOL COMMITTEE MEMBERS PRESENT:**

Mrs. Bonita Elie, Chairman  
Mr. Matthew Sheehan, 1<sup>st</sup> Vice Chairperson  
Mr. Michael Miles, 2<sup>nd</sup> 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 Rita Martin, mother of Noralee Barbieri, Dracut High School English Teacher.

**APPROVAL OF MINUTES**

1. Motion by Mr. Miles, seconded by Mr. Sheehan to approve the November 7, 2011 regular session school committee meeting minutes.

**Vote: Unanimously Approved**

2. Motion by Dr. McNamara, seconded by Mr. Sheehan to accept the September 22, 2011 Finance Sub-Committee meeting minutes.

Mr. Mercier questioned the lapse of ten minutes in the meeting.

Attorney Murphy advised that these minutes be tabled until the next meeting.

**APPROVAL OF BILLS AND PAYROLLS:**

Bills and Payrolls were signed as follows:

Warrant 20120015 by Mr. Sheehan, Mr. Miles, Mr. Mercier and Dr. McNamara  
Warrant 20120016 by Mr. Sheehan, Mr. Mercier and Dr. McNamara

**PRESENTATION OF SENIOR HIGH SCHOOL STUDENT REPRESENTATIVE:**

Britney Tobey gave an update on the upcoming food drive to help the Dracut Food Pantry, and the Semi-Formal being held November 18<sup>th</sup>.

Mrs. Elie announced that Alex Corcoran is holding a second blanket drive. Donations can be dropped off at the high school.

**COMMUNITY INPUT:**

No community input

**NEW BUSINESS**

*Head Injuries and Concussions*

Mr. Timothy Woods, Athletic Director and Head Nurse Jessica Maston presented the Committee with the regulations for head injuries and concussions in Interscholastic Athletic Activities.

The new regulations apply to all extracurricular interscholastic sports for all public middle and high school and all MIAA member schools. This does not apply to town or club sports. The following were addressed during the presentation:

- Athletes suspected of concussions must be removed from play until written clearance is provided
- Students must disclose history of head injuries at start of each season
- School based team must provide a written graduated reentry plan for return to full academic and athletic activities
- Recordkeeping by schools for four years
- The head nurse will participate in the development and biannual review of the policies and procedures
- Nurse is required to complete training
- Parents and students are provided with information annually
- Graduated Re-Entry Plan for student athletes
- Coaches will be trained and athletes will be educated on the consequences of concussions

School department must enact a policy by January 1, 2012 for policy book and student handbooks. A Committee has been formed to work on a draft to forward to the Policy Sub-Committee.

**OLD BUSINESS:**

*High School Renovation Project*

Dr. Sonia Diaz, Richard Manley and Dr. Robert Fitzgerald gave a presentation on the high school renovation project and the transition plans for 9<sup>th</sup> grade students.

A map and blueprint of the location of the modulares was presented along with a power point presentation. The following were addressed during the presentation:

- Ten modular classrooms at the high school will be relocated to the junior high school
- Six more classrooms and two additional office areas will be needed
- The 9<sup>th</sup> grade students will use the science labs at the junior high school
- The 9<sup>th</sup> grade will have its own designated areas of the building including separate lavatories

- 9<sup>th</sup> grade students will still be considered Dracut Senior High School students
- The complete core curriculum will be taught
- Faculty teaching 9<sup>th</sup> grade will be considered Dracut High School faculty
- Honors courses will be available
- Transition time between buildings will require additional time
- Accommodations will be made for students with IEP's or 504 plans
- The high school principal will be the principal of the 9<sup>th</sup> grade students
- Students will travel to the high school for their class electives
- There will be no change in student participation in athletics or high school clubs
- A guidance counselor will be assigned to the 9<sup>th</sup> grade students
- Lunch will be served at the junior high school
- Lockers will be provided at the junior high school
- The expected time frame for 9<sup>th</sup> grade students to be housed at the junior high is two years

Mr. Sheehan inquired about student discipline. Mr. Manley indicated that a vice principal from the high school will be assigned to the 9<sup>th</sup> grade students and a portion of the day will be spent at the junior high school.

Mr. Mercier inquired about school assemblies. Mr. Manley indicated that larger full school assemblies are held at the junior high school due to space constraints. Smaller assemblies will be held at the high school. Specialty classes, such as band and other courses will be scheduled for the early morning or the end of the school day where possible.

Mr. Sheehan indicated that he would like to see a joint meeting with the Permanent Building Committee.

Dr. Diaz indicated that a more refined plan will be presented.

### **COMMITTEE REPORTS:**

#### *Finance Sub-Committee Update*

Mr. Sheehan and Dr. McNamara gave an update on the Finance Sub-Committee meeting that was held on November 14<sup>th</sup>. At this meeting there was a review of the budget, transportation account deficit, revolving accounts, transfer accounts and discussion was on the School Business Administrator contract.

### **NEW BUSINESS**

#### *School Business Administrator Contract:*

This topic was discussed at the Finance Sub-Committee meeting. Mr. Rose has been working without a contract since June 30<sup>th</sup>. Presently the School Committee is responsible for the hiring, firing and evaluation of the School Business Administrator and evaluating this position is difficult for the School Committee as they do not work with the School Business Administrator on a daily basis.

Motion by Dr. McNamara, seconded by Mr. Sheehan to give the authority of the hiring and evaluation of the School Business Administrator back to the Superintendent of Schools.

Discussion was held regarding the history of this position. Originally the business administrator was hired, fired and evaluated by the Superintendent of Schools. A former school board member moved to give this authority to the school committee.

Attorney Murphy offered an amendment to the motion to read that the Superintendent will interview and recommend to the committee the name of a School Business Administrator with the terms and provisions of a contract consistent with State law.

3. Motion by Dr. McNamara, seconded by Mr. Sheehan that the Superintendent of Schools will interview and recommend to the School Committee the name of the School Business Administrator along with an appropriate contract consistent with State law.

**Vote: Unanimously Approved**

**CALENDAR OF EVENTS:**

November 15<sup>th</sup> Junior High open house and report cards issued  
November 16<sup>th</sup> Brookside and Parker open house  
November 17<sup>th</sup> Campbell and Greenmont open house and elementary report cards issued  
November 18<sup>th</sup> Junior High dance and Junior Semi Formal  
November 21<sup>st</sup> Dracut High open house  
November 22<sup>nd</sup> Dracut High PTO and Englesby open house  
November 23<sup>rd</sup> ½ day of school  
November 24<sup>th</sup> Thanksgiving  
November 25<sup>th</sup> No School  
November 30<sup>th</sup> Dracut High guidance financial aid night  
December 7<sup>th</sup> ½ day of school  
December 8<sup>th</sup> Fall Sports awards, junior and Englesby joint concert, Special Ed. PAC meeting  
December 11<sup>th</sup> Campbell School breakfast with Santa  
December 12<sup>th</sup> School Committee meeting

**SUPERINTENDENT'S INFORMATIONAL ITEMS:**

*Staffing Announcements*

Dr. Scott indicated that the two new staff members of a paraprofessional and .8 science teacher are replacements and both are properly certified and licensed.

*Monthly Attendance Profile*

A monthly attendance profile for September – October was provided

*John and Abigail scholarship recipients*

Sixty-two students are eligible for the John and Abigail Adams Scholarship award. Mrs. Elie asked if these names could be placed on the webpage for recognition. Mr. Sheehan asked that a letter be sent to each recipient on behalf of the Board.

*Report Requests*

Dr. McNamara asked that the table of organization be provided to the Committee.

*China trip*

Dr. Scott gave a brief overview of the recent trip to China and that it was a significant trip as the group was introduced to Chinese culture. Six schools were visited. A strong relationship with the schools was created. More information will be provided at a future meeting. This trip will

provide the opportunity to expand the language offerings. Mrs. Elie would like to see a slide show of the pictures prepared.

Mr. Mercier expressed concern about the letter that was sent to local businesses looking for contributions and that with the recent food pantry hurting and power outages that businesses have suffered a loss. Mr. Mercier respectfully asked holding off at this time of year as businesses donate to the local food pantry and Salvation Army. Mr. Mercier would like to discuss this at a future meeting and the legality of soliciting and raising funds. Dr. Scott indicated that the businesses that participate in the business round table are interested in a long term relationship with the schools and these businesses want to partner with the school district.

Mr. Mercier indicated that larger corporations and business are more apt to donate. Mr. Mercier asked Attorney Murphy if monies received are considered donations and if the school committee must approve. Attorney Murphy indicated that the school committee must accept and distribute donations appropriately. Dr. Scott is currently pursuing setting up an entity to solicit donations and make separate from the school department.

This topic will be placed on a future meeting agenda for discussion.

Mr. Miles inquired about proposing a night to show information to the community regarding the trip. Dr. Scott will review this recommendation.

*Other:*

Mr. Sheehan announced that there are four places to donate to the Dracut Food Pantry: Central fire station, Dracut water supply district, Dracut library and town hall.

Recognition was given to the cheerleaders for placing 2<sup>nd</sup> in their recent competition.

**ADJOURNMENT:**

4. Motion by Mr. Sheehan, seconded by Mr. Miles 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 8: 45p.m.

Respectfully Submitted,

Cynthia Curtis  
Recording Secretary

**List of documents and exhibits:**

1. School Committee agenda packet
2. Power Point Presentation: Head Injuries and Concussions
3. Power Point Presentation: Transition of 9<sup>th</sup> grade students