

Minutes of the School Committee  
Regular Meeting  
Milton High Library  
January 7, 2015

**Committee Present:** Leroy Walker, Chair; Michael Zullas, Vice Chair; members Lynda-Lee Sheridan, Mary Kelly, Kristan Bagley Jones (arrived late.)

**Staff Present:** Janet Sheehan, Assistant Superintendent for Curriculum & Human Resources; Glenn Pavlicek, Assistant Superintendent for Business.

**Student Reps:** Evie Oliveria, Spencer Torres and Matt McCarthy.

**Call to Order:** The Chair called the January 7th meeting of the School Committee to order at 7:04pm

**Approve Agenda:** The committee approved the agenda after removing Item 5a (Five year Financial Projections) and adding another item to the Chairman's Report -- Item 5d (Consolidation Recommendations)

### **Citizens Speak**

Eric Ask came to speak about Safe Routes to School. He gave a brief history of the program and asked for the School Committee's support in pursuing a grant to improve the roadways and walkways around the Glover Elementary School.

### **Superintendent's Report**

Happenings: Ms. Sheehan talked about upcoming events, including the Chris Herren event, Kindergarten registration, the Pierce Player's production of Oklahoma, and an upcoming Best Buddies event.

Topic One: Milton High School Site Council Presentation (Attachment). The committee is comprised of Principal James Jette, Assistant Principal Michelle Kreuzer, Special Education Chairperson Tracy Grandeau, teachers Greg Pullia and Ben Kelly, parent representatives Veronica Guerrero-Macia and Mary Scott and student representative Eva Chow. Mr. Jette began by introducing the Council. Next, Ms. Kreuzer discussed the data-driven goal setting as pertains to the Bridge Program. To view the presentation, click here:

<http://www.miltonps.org/documents/MHSSiteCouncilPowerPoint1.7.15.pdf>

Ms. Sheridan commended the group on the presentation. Ms. Padera asked if students who take the AP course have to take the AP test, and if so, how much does it cost? She was told that students must agree to take the test when they register for the class. The cost is \$91. She asked if students can get help financially. Ms. Padera also asked about the Freshman Seminar, and how much it might cost to keep this program going. She asked about how students are identified by the Bridge Program. Mr. Zullas asked about the Reading Specialist strategy and asked if this might be a short-term need instead of a long-term goal.

**\*\*Note:** Ms. Bagley Jones came in at 8:02pm.

Mr. Jette discussed how the early release days have been a huge help to the staff, because it allows for collaborative planning time. Mr. Walker asked about AP courses, and are we at or above state or national averages? Mr. Jette said that we surpass the state average. Mr. Walker then asked about the reading specialist. He said improving reading skills is difficult and asked, at the high school level, how long will it take to get students up to level? Mr. Jette said it is harder, but that doesn't mean we can't try.

Note: Ms. Sheridan left the meeting at this point. (8:30pm)

Topic Two: Milton High School Program of Studies (Attachment) Ms. Kreuzer explained the new Program of Studies booklet. She noted that they planned to add some with self-directed learning courses for example, How To Fix Chromebooks. This would be ideal for upperclassmen, who could assist younger students. She talked about the Student Technology Assistance Team, which would be monitored by our librarian. There is also the addition of a new math course. Ms. Bagley Jones asked about, regarding language courses, are some of the levels being combined? Are there different levels in one class? Mr. Jette said this happens, but they are moving away from this. Ms. Bagley Jones also asked about class size -- how many courses are overenrolled?

Topic Three: Technology Plan Update (Attachment) Mr. Walker asked the committee to look over the plan. Ms. Kelly asked how ready the district is for the upcoming PARCC exams.

Topic Four: Approval of Draft 2015-2016 School Year Calendar (Attachment) (Vote) Dr. Pavlicek outlined the changes to the new calendar and the chair entertained a motion for approval.

**Move:** Ms. Bagley Jones

**Second:** Mr. Zullas

Discussion: Ms. Kelly noted that it is not ideal that the last day of school is a Monday and a half-day.

**Vote:** 6-0-0

Topic Five: PTO Budget Presentations. Ms. Sheehan said that members of the leadership team will attend PTO meetings to talk about budget proposals. She outlined the meeting schedule below:

1/28/15	Glover Elementary
2/2/15	Collicot & Cunningham
2/11/15	Pierce & Milton High School
2/10/15	Tucker Elementary

### **Chairman's Report**

Topic One: School Committee Schedule/Calendar Changes (Attachment) (Vote). Mr. Walker outlined proposed changes to the School Committee calendar. Mr. Zullas made a motion to approve

**Move:** Mr. Zullas

**Second:** Ms. Kelly

**Vote:** 6-0-0

Topic Two: Consolidation Recommendations. This is one of two report-outs from Mr. Zullas. He brought forward two recommendations: paperless payroll and bi-weekly payroll. He said they have been exploring opportunities for efficiencies and have been looking to identify problems and things

we can fix. He said they looked at personnel, but decided to improve operations and efficiencies between schools and town first. The recommendations are as follows:

1. Paperless payroll. Town & School employees will no longer have to distribute checks manually. This will allow about 250 hours of labor per year (\$14,000 per year) to be allocated elsewhere. We will automate payroll, done through email and direct deposit. Right now, the cost is \$8,200 per year to email. This process has been adopted by the state and other municipalities. There will be a hardship policy for those employees who can't do paperless payroll. The implementation of this may require impact bargaining. If the schools were to adopt this July 1, 2015, we'd have to begin in May. Mr. Zullas requested that the School Committee support the town treasurer for \$8,200 for payroll records.
2. Bi-weekly payroll. This has less effect on the schools than on the Town. Teachers are currently bi-weekly. Custodians and food service are weekly. It would be more efficient to get everyone on the same schedule. Implementation would require collective bargaining with the units in town. Implementation would need to get accounting for school and town in line. Mr. Zullas moved that the School Committee support both recommendations.

**Motion:** Mr. Zullas

**Second:** Mr. Walker

**Vote:** 5-0-0

### **Finance Subcommittee Report**

Topic One: Approval of Vendor Warrants. Dr. Pavlicek asked for approval of Warrant #28 in the amount of \$36,139.01

**Move:** Ms. Kelly

**Second:** Ms. Sheridan

**Vote:** 4-0-1 (Ms. Kelly abstained.)

### **Health & Wellness Committee Report**

Ms. Bagley Jones gave an update on the Health & Wellness Committee. She talked about the work of the Bullying Prevention Committee. She also said that the Resources Pages project is about to be rolled out, with the help of Rich Guarino. Ms. Padera talked about the new breakfast cart at the Middle School. Also, the snack policy has been changed at Milton High School.

### **Policy Subcommittee Report**

Mr. Zullas talked about the cash management policy. He said he is providing an update, not seeking a vote. The plan was to increase operational efficiency of cash management. This includes banking restrictions for MPS personnel, which requires that no MPS employee open or maintain accounts for MPS funds/programs, nor should any employee have MPS funds in their personal bank accounts. Ms. Bagley Jones asked if there has been a policy like this before. Mr. Zullas said we have some policies that talk about receipts, cash, etc., but no overarching cash management policy. Dr. Pavlicek said they've met with staff members to explain the policy. Ms. Bagley Jones asked about other districts and how cash gets collected. Dr. Pavlicek said he would like to offer online payments for field trips. Mr. Zullas said as an FYI, policy subcommittee looked at a revision to the background check policy and MASC has recommended a revision. Next week, he would like to have a first reading on that.

### **Next Meeting Agenda Items**

The following items were suggested for the next meeting's agenda: Reductions List, five-year projections, cash management.

The chairman entertained a motion to adjourn the meeting.

Move: Mr. Zullas

Second: Ms. Bagley Jones

Vote: 5-0-0

The meeting was adjourned at 9:21pm.