

**SCITUATE SCHOOL COMMITTEE REGULAR MEETING
TUESDAY, NOVEMBER 13, 2012
HOPE SCHOOL**

CALL TO ORDER

114-1

The School Committee Meeting was called to order by Chair Umbriano at 5:30 PM.

Dr. Klimaj moved, seconded by Mrs. Guglielmi, to move into Executive Session RIGL 42-46 -5(a 9 and RIGL 42-46-5(a)2. The committee unanimously approved motion.

The regular school committee meeting reconvened at 7:00 PM.

Present were Marylou Umbriano, Lillian Jean Delmonico, Brian LaPlante, June Guglielmi, and Scott Klimaj. Also present were Paul Lescault, Superintendent, and Lawrence Filippelli, Assistant Superintendent.

Not present was Brian LaPlante.

Chair Umbriano informed attendees the School Committee met in Executive Session to discuss contract negotiations.

PLEDGE OF ALLEGIANCE

114-3

Led by Chair Umbriano, the Committee and audience participated in a pledge of allegiance to the flag.

APPROVAL OF MINUTES

114-3

Mrs. Guglielmi moved, seconded by Mrs. Delmonico, to approve the minutes of the Executive Session of October 2, 2012. The Committee unanimously agreed.

Mrs. Guglielmi moved, seconded by Mrs. Delmonico, to approve minutes of the Regular School Committee Meeting of October 4, 2012. The Committee unanimously agreed.

GENERAL FUND

114-4

Mrs. Guglielmi moved, seconded by Mrs. Delmonico, to approve The General Fund for month of November (2012-2013) in the amount of \$726,074.98. The Committee unanimously approved motion.

GRANT BILLS

114-5

Mrs. Guglielmi moved, seconded by Mrs. Delmonico, to approve Grant Bills for month of November in the amount of \$42,636.27. The Committee unanimously approved motion.

CORRESPONDENCE

114-6

1. A letter to the Superintendent from Anne Pedro requesting use of a personal day without reason on 4/12/2013.

Background:

The date requested is contiguous with a school vacation. According to the STA contract, the school committee must vote to allow the date requested.

2. A letter to the Superintendent from Marissa Gauvin requesting use of three personal days on 1/2, 1/3 and 1/4/2013.

Background:

The date requested is contiguous with a school vacation. According to the STA contract, the school committee must vote to allow the date requested.

3. A letter to Chair Umbriano from the Jennifer Azevedo on behalf of the STA

requesting a meeting for the purpose of negotiating a successor agreement to the current contract which expires August 31, 2013.

114-7

1. Recommendation: Approve the request.
2. Recommendation: Approve the request.

Dr. Klimaj moved, seconded by Mrs. Guglielmi to approve the above requests. The committee unanimously approved motion.

3. Recommendation: Work with the STA to set up a mutually agreeable date and time to meet.

Dr. Klimaj moved, seconded by Mrs. Delmonico, to direct Dr. Myers to set up a mutually agreeable time. The committee unanimously approved motion.

114-8

REPORT OF THE COMMITTEE LIAISONS

BUDGET

Mr. LaPlante was not in attendance.

CURRICULUM

Dr. Klimaj stated nothing to report.

FOOD SERVICES AND
HEALTH/WELNNESS
NEGOTIATIONS

Chair Umbriano stated Dr. Lescault will report during Superintendent's Report.

Mr. LaPlante was not in attendance.

POLICY

Dr. Klimaj stated nothing to report.

RIASC

Dr. Lescault stated the upcoming session is for new school committee members.

SAFETY AND
TRANSPORTATION
SPECIAL EDUCATION

Chair Umbriano stated nothing to report.

Mrs. Delmonico stated nothing to report.

SCHOLARSHIP FUND

Mrs. Guglielmi attended Ali's funeral this morning and stated a scholarship already has been formed in her name.

Chair Umbriano asked process for a current student to apply for a scholarship.

Mrs. Guglielmi stated there are applications available within Guidance Department or can be requested by phone (any student residing within Scituate which includes private school and homeschool students). Applications are then reviewed by Scholarship Committee. Mrs. Guglielmi stated there is publicity.

STRATEGIC PLANNING

Mrs. Guglielmi stated nothing to report.

SCITUATE
PREVENTION
PARTNERSHIP

Chair Umbriano stated nothing to report.

UNFINISHED BUSINESS

114-9

There is no unfinished business for the month of November.

114-10

ASSISTANT SUPERINTENDENT'S REPORT

**OCTOBER 5th
PROFESSIONAL
DEVELOPMENT DAY
FOLLOW UP**

Dr. Filippelli stated October 5th professional development day with the teachers was a success. With the help of the building principals, Dr. Filippelli was able to convey to all of the teachers in the district, the vision for continued curriculum work for the district in regards to teacher evaluation, common core state standards, and RIDE professional development around RTI. The principals reported later in the day that the other professional initiatives planned (training on the RIDE EPSS electronic evaluation upload system, grade level meetings on common core, NEASC committee work, writing strategies, and providing time for teachers to complete their Student Learning Objectives for the RIDE evaluation model) were also successful as the day came to a close.

**COLLABORATIVE
LEARNING
OUTCOMES**

On October 12th, Dr. Filippelli attended a quarterly CLO meeting with the district CLO team (Dr. Sollitto, Bryan Byerlee, John Magner, and Maureen Kennedy). The CLO process is one in which RIDE monitors the implementation of the RTTT initiatives across the state. As a district, Scituate is meeting all CLO goals and is on track for completion by 2014. There are two items left which have been postponed until the 2013-2014 school year. These include data analysis training for teachers and formative assessment training for teachers.

**RIDE SPONSORED IMS
EXCEED RTI
TRAINING**

On November 14th and 15th, a select group of Scituate teachers will be involved in a training on the Exceed RTI progress monitoring component of RIDE's new Instructional Management System (IMS). The training will be held at Scituate High School for two days. Dr. Filippelli offered the high school to RIDE as a regional training facility and also invited colleagues from neighboring districts (Foster, Gloucester, Smithfield, Foster/Glocester) to take part in the training. By partnering with RIDE on this initiative, the teachers will be involved in a train the trainer model on the Exceed RTI progress monitoring program. These teachers will then train the other teachers in the district on the model and the IMS system to possibly use this system as a progress monitoring tool. Currently, Scituate uses Aimsweb most frequently at the elementary and middle level for our progress monitoring needs. Dr. Filippelli is not ready to dispense with Aimsweb just yet, but this training from RIDE comes at no cost and Dr. Filippelli wanted to get in on the ground floor. Scituate (and the other schools invited) will be the first to benefit from this training.

**RIEMA SCHOOL
SAFETY COMMITTEE
CALENDAR CONTEST**

On October 23rd, Dr. Filippelli represented Scituate and attended the presentation of awards for the RIEMA school safety calendar contest. As a statewide board member of the School Safety Committee, Dr. Filippelli abstained from voting in the final decision round in August after realizing students from Scituate were in the running to make it into the calendar. Dr. Filippelli was so happy when the final results showed three Scituate students made the cut. Their artwork is featured in the calendar that will be delivered to schools all across the state. Dr. Filippelli was happy to accept the award on behalf of Emily Nicholson who is a third grader at Clayville Elementary school. Neither she nor her parents were able to attend the event. Additionally Lilly Bedard, a 5th grader at Clayville Elementary School was there to receive her award and Principal Byerlee also attended and accepted the award for Anthony Detri, a second grader at North Scituate Elementary School.

Dr. Filippelli stated calendars will be coming to schools soon; copies were given to winners for family.

MONTHLY ACTIVITIES

Committee members received copies of monthly activities.

FOOD SERVICE PROGRAM

Dr. Lescault and Chair Umbriano met with Aramark on November 1 to review the status of the Food Service Program. (Committee members received copies of report indicating sales are up and costs are down from last year and the program is operating in the black.) The 5 year food service contract is up at the end of this year. RIDE is scheduled to issue an RFP for a new state wide contract, which Scituate will once again utilize to capitalize on the scale of it.

Chair Umbriano thanked Carolyn Lomastro because the food services team drove food to North Scituate during storm so that there would not be a great loss. Chair Umbriano suggested sending them a letter of appreciation.

TRANSPORTATION

Drs. Lescault and Myers and Chair Umbriano had frank discussion regarding all possibilities with First Student on October 17 to discuss potential cost savings through route consolidations. Due to one new special needs student, it was concluded that no further reductions are possible at this time. If this student leaves the district, at that time one additional bus could be eliminated. As budgeted for a reduction of two buses and were only able to reduce one, transportation will operate at a deficit this year.

ACCREDITATION VISIT

The NEASC accreditation visit had to be cancelled due to the remnants of Hurricane Sandy. The rescheduled visit will be on Sunday, December 2 through Wednesday, December 5.

Chair Umbriano asked if this will be issue without Mr. Gormley (son is graduating from military).

Dr. Lescault stated Mr. Gormley should attend son's graduation; accommodations will be made.

AUDIT EXCEPTION

Dr. Lescault stated the management letter from the most recent audit of the town and schools included an audit exception regarding the Middle/High School Activities Fund. The exception noted a variance of over \$5,000 between the cash reconciliation and subsidiary ledger as of March 31, 2012, and further noted that accurate monthly bank reconciliations were not being done by the school. The school activity account has been managed at the school level. Starting in October, it is being managed out of Dr. Lescault's office.

Beginning with the list of outstanding checks as of March 31, 2012, provided by the school treasurer to the auditors, all records made available to Central office were researched to determine the status of these checks. Of the total of \$6,942.96 checks outstanding, \$5,258.01 of the checks were identified as being cashed, voided, or reissued. There were a small number of checks (\$1,684.95) written prior to 2008 that were not located, but were assumed cashed because of the issue date.

Then, with the audited bank balance as of March 31, 2012, the amount of the checks that were not cashed prior to 3/31 were deducted, leaving an accurate account balance as of March 31, 2012. This balance agreed to the school treasurer's balance, except for a small amount of \$30.29. The juice account was adjusted by that amount, so that the bank and treasurer would equal.

A spreadsheet was created to detail the activity of all the accounts from that point forward. A summary sheet will be created. All of the above resulted in a balanced checkbook (between the checkbook and the treasurer summary report).

**BUDGET
ASSUMPTIONS**

Dr. Lescault stated the Committee needs to establish Budgetary Assumptions for the development of the 2013-2014 District Budget. For 2012-2013 the Committee used 1.5% for teachers. The actual is -0.63, with step 10 teachers receiving 0.49%. The Committee may want to consider a percentage between 0.00% and 0.50% for 2013-2014 budget planning purposes.

Mrs. Guglielmi moved, seconded by Mrs. Delmonico to use .49%. Committee unanimously approved the motion.

Dr. Lescault confirmed .49% is being used for any person/group without an established contract.

EIGHTH GRADE TRIP

(Committee members received copies of a recommendation and detailed itinerary from Principal Zajac for a three day eighth grade trip to Washington D.C. from Friday May 24 through Sunday May 26.). Dr. Lescault received the received this information too late to list the item on the agenda for action under "New Business." However, Dr. Lescault recommends the Committee approve the trip so that planning and fundraising can begin immediately.

Chair Umbriano stated Principal Zajac hosted a field trip to New York which included Ellis Island which was an amazing and safe trip. Chair Umbriano stated Principal Zajac is hoping to schedule a Grade 7 field trip to New York as well.

Mrs. Delmonico moved, seconded by Dr. Klimaj to approve the field trip. Committee unanimously approved motion.

MONTHLY ACTIVITIES

Committee members received copies of Dr. Lescault's monthly activities.

PUBLIC COMMENTS

114-12

Dianne Scacco Crestview Drive

Ms. Scacco thanked the committee for approving the Grade 8 Field Trip.

Mrs. Guglielmi will contact office of Jack Reed to confirm he will be in office during that field trip.

Jan Mowry, Principal of Hope School

Principal Mowry thanked the committee for holding meeting at Hope School this evening; it's always a pleasure.

Maureen Kennedy North Doctor's Way

Ms. Kennedy congratulated Hope School on food drive.

Mrs. Mowry also thanked the community as well as Feinstein Program for matching each donated can with \$1 (up to \$1,000).

NEW BUSINESS

114-13

1. Ratification of Official School Committee meeting schedule for the calendar year 2013

Recommendation: Approve the calendar as proposed

Dr. Klimaj moved, seconded by Mrs. Delmonico to ratify the Official School Committee meeting schedule for the calendar year 2013. The committee unanimously approved the motion.

Mrs. Delmonico asked if April 2 is Financial Town Meeting to which Dr. Lescault confirmed.

2. Ratification of Paraprofessional Contract

Recommendation: Approve the contract as outlined in Executive Session

3. Ratification of Superintendent Office Staff Agreement

Recommendation: Approve the agreement as outlined in Executive Session

4. Ratification of School Secretaries Agreement

Recommendation: Approve the agreement as outlined in Executive Session

Dr. Klimaj moved, seconded by Mrs. Delmonico to ratify and accept all of the above contracts. The committee unanimously approved the motion.

**RESIGNATIONS/
APPOINTMENTS/
REAPPOINTMENTS/
TRANSFERS/NON-
RENEWALS/LAYOFFS**

114-14

Dr. Lescault recommended the following appointments for approval: Amanda Meldonian; 17 hour Paraprofessional, Scituate Middle/High School, Mondays and Tuesdays 7:30 AM – 2:30 PM, Wednesdays 7:30 AM – 11:30 AM: effective 10/15/12; Brenda Walsh; 17 hour Paraprofessional, Scituate Middle/High School, Wednesdays 10:30 AM – 2:30 PM, Thursdays and Fridays 7:30 AM – 2:30 PM: effective 10/16/12; Jonathon Dunne; Scituate High School Drama Co-Adviser; John Barnes; Scituate High School Drama Co-Adviser; Julie Lepain; Early Childhood Coordinator for the Northwest Region; Gina Tucciaroni; Bus Monitor

Dr. Klimaj moved, seconded by Mrs. Delmonico to approve appointments as set forth on the appointment list. The committee unanimously agreed.

Dr. Lescault recommended the following resignations for approval: Cheryl Forte; Bus Monitor; Jeff McGuirl; Boys Middle School Head Basketball Coach

Dr. Klimaj moved, seconded by Mrs. Delmonico to approve resignations as set forth. The committee unanimously agreed.

**114-15
COMMITTEE REMARKS**

MRS. DELMONICO

Mrs. Delmonico stated the election was held last week and the committee will be gaining one new member and losing one member. Mrs. Delmonico thoroughly enjoyed working with Dr. Klimaj and stated Dr. Klimaj has done a great job.

MRS. GUGLIELMI

Mrs. Guglielmi stated at the end of Ali's (Scituate student) funeral, Principal Sollitto moved the flowers to the school auditorium for the students.

Giselle Doan has been accepted to the Macy's Thanksgiving Day Parade (flute).

DR. KLIMAJ

Dr. Klimaj wished everyone a Happy Thanksgiving and stated the Harvest Festival was cancelled due to weather but the Pilgrim Event went well. Cucumber Hill Road Farm donated many pumpkins for the event.

MR. LAPLANTE

Mr. LaPlante was not present.

CHAIR UMBRIANO

Chair Umbriano was excited to see students wearing scout uniforms at the parade and stated many came to honor the Veterans.

Chair Umbriano stated Reggie Centracchio was also given certificate.

Chair Umbriano congratulated son, Jonathan Umbriano for completion of Eagle Scout certification under direction of Principal Zajac and Mr. Gormley.

Chair Umbriano stated total enrollment for month of November is 1,514.

**DISCUSSION OF
FUTURE BUSINESS**

114-16

December 4 School Committee Meeting at North Scituate Elementary School

ADJOURNMENT

114-17

Dr. Klimaj moved, seconded by Mrs. Delmonico to adjourn meeting at 7:45 PM. The Committee unanimously approved the motion.

Respectfully submitted,

Mrs. Guglielmi, Clerk