

**PETERSHAM CENTER SCHOOL AGENDA**  
**NOVEMBER 19, 2014**  
**LIBRARY**  
**6:30 p.m.**  
**AGENDA**

**I. CALL TO ORDER: Chuck Berube called the meeting to order at 6:32pm.**

**Members Present:** Chuck Berube, Russell Fontaine, and Lynn Peredina.

**Members Absent:** None.

**Others:** Superintendent Tari Thomas, Principal Christopher Dodge, Director of Finance Dan Haynes, and Alyssa Roberts.

**II. HEARING FOR VISITORS-**

**III. APPROVAL OF MINUTES:**

a. *October 22, 2014 Minutes- Russell Fontaine moved to approve October 22, 2014 minutes. Lynn Peredina seconded. VOTED: Unanimous.*

**IV. OLD BUSINESS:**

a. **Policies- (First Vote Recommended)-** Chuck stated that there were a couple minor typos. Tari stated that she did comb over all of them and get all the typos and she formatted them all the same. Tari stated that she has one recommendation for the committee to consider which is with the Technology Responsible Use Guidelines and the Social Media Policy if they could hold off on voting these because they are going to meet and analyze this policy with the Mahar subcommittee. Russell asked about background checks in regards to contractors. Tari stated that we need to have contractors do a background check if they are there during school hours.

*Russell Fontaine moved to approve Background Checks/ Fingerprinting Policy. Lynn Peredina seconded. VOTED: Unanimous.*

*Lynn Peredina moved to approve Student Conduct Policy. Russell Fontaine seconded. VOTED: Unanimous.*

*Russell Fontaine moved to approve Non-Discrimination Policy. Lynn Peredina seconded. VOTED: Unanimous.*

*Russell Fontaine move to approve Executive Session Policy. Lynn Peredina seconded.*

***VOTED: Unanimous.***

***Russell Fontaine moved to approve Domestic Violence Leave Policy. Lynn Peredina seconded.***

***VOTED: Unanimous.***

***Russell Fontaine moved to approve Student Complaints and Grievances Policy. Lynn Peredina seconded. VOTED: Unanimous.***

***Russell Fontaine moved to approve Student Discipline Policy. Lynn Peredina seconded.***

***VOTED: Unanimous.***

***Russell Fontaine moved to approve Bonded Employees Policy. Lynn Peredina seconded.***

***VOTED: Unanimous.***

***Russell Fontaine moved to approve Student Absences and Excuses Policy. Lynn Peredina seconded. VOTED: Unanimous.***

***Russell Fontaine moved to approve Pregnancy Policy. Lynn Peredina seconded. VOTED: Unanimous.***

**b. Budget Timeline-** Dan Haynes stated that he did distribute the timeline and they have started working on salaries and benefits. Dan stated that he has a meeting with Principal Dodge and he is going to touch more on the budget in his report later in the meeting. Dan wanted to mention that he has made contact with Ross France and will keep this process collaborative. Chuck asked if this differs from the normal timeline. Tari stated this year we just shifted some of the dates.

Chuck asked if we need to arrive at any decisions or set any goals in regards to the budget. Tari stated that Dan is meeting with the Finance Committee as well as Principal Dodge and then as we turn the calendar year that is really when we start getting more detailed. Dan stated that he would be interested in any capital needs which is anything more than \$10,000. Chris stated that Jay has spoken frequently about the windows needing to be replaced and work on doing some if not all through the Green Grant. Chuck stated that there are less expensive options other than replacing the windows as well. Russ wanted to mention the Mass Save Program but also wanted to mention if you put in a mini ductless split which sits on the wall they are in IT room but they do heat and air conditioning and the efficiency of them are great. Chuck asked Russell to start a little bit of research regarding this.

## **V. REPORT OF THE PRINCIPAL- Maintenance Plan**

The plan is a result of a meeting with the maintenance dept. Prioritized needs and created a timeline. The plan considers timeframes, job responsibilities, time of year, and preventative maintenance plan.

Conferences were held for parents on October 30 and 31st for grades 1-4. Kindergarten in January; 5th and 6th grade in December.

Calkins writing- teachers at FH in Orange for full day scoring benchmark assessments and planning. Implementation has been successful; early release today spent planning and collaborating.

## Math

Teachers have begun mapping math curriculum yesterday in Orange. Will meet 4 times over the course of the year.

PCS teachers developing problem solving tasks and rubrics that can be used K-2

## Technology

needed upgrade to wireless; support devices

## Digital Partnership Grant

connectivity needed for PARCC- Kate and I at CES tomorrow

## TAB

starting in 4th grade with a plan to implement across the school in future

staff training yesterday

Peace Poster Contest "Peace Love and Happiness"

Morgan McCarthy winner

Honorable mentions: Marlena Niedzwicki and Caitlin Cunningham plaque

Grades close Friday, report cards on 25th

Grades 1-3 to Eric Carle on Monday

Maplewind Arts to perform Nutcracker on Monday

Thanksgiving Break

Holiday performance 12/18 @ 6:00 p.m.

## **VI. REPORT OF THE SUPERINTENDENT-** (copy of Tari's Report in Packet).

**VII. REPORT OF DIRECTOR OF FINANCE-** Dan started that in anticipation of the budget he thought it would be prudent to give the committee an overview of the budget. On the first page Dan explained that he went back to 2013 and compared that to 2014 and 2015 for them. Dan explained General Fund, School Choice, Total Appropriation, and Chapter 70. Dan explained why the general fund has been moving the way it has and how that has affected school choice.

Dan went on to explained that he pulled out the 2014 expenditures on an alternative cost method. Dan explained that he broke this out to salaries and benefits, supplies and materials, transportation, utilities, SPED contracted services, other contracted services, and other expenses. Dan wanted to illustrate that salaries and benefits are about 74% of the budget and what that means is there is very little discretionary spending. Dan stated that the rest of the expenditures are a pretty small piece of the budget. Dan explained that page 3 is 2015 numbers. Dan explained that on page 4 is how the DESE breaks out the Functions. Dan stated that they put salaries and benefits into places and departments which is why instruction and leadership is the biggest piece in their pie. Dan stated that he is going to use something similar when he meets with the Finance Committee. Chuck thanked Dan and

stated that he thinks this will be very effective. Chuck asked where do they stand and are there any surprises. Dan stated that he met with Ann and they tied up all the FY14 numbers and everything is tied and those numbers have tied with the town accountant as well.

**VIII. ITEMS FOR THE NEXT SCHOOL COMMITTEE MEETING-** second vote for policies, sharing more on budget forecasting for FY16.

**IX. EXECUTIVE SESSION**

**X. DATE OF NEXT MEETINGS-** Tari wanted to talk to the committee about adjusting the upcoming meeting dates. Tari stated that they believe scheduling all of the School Committee meetings in the 1st week of every month will be most effective. Tari stated that Mahar meets on Tuesday, and the Orange committee will be meeting on Wednesdays. Petersham School Committee agreed to do the first Thursday of every week. January 8th is the next Petersham School Committee.

**XI. ADJOURNMENT-** *Chuck Berube moved to adjourn at 7:30. Russell Fontaine seconded. VOTED: Unanimous.*

**The listing of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.**