

**Monomoy Regional School Committee
Monomoy Regional High School Library
Meeting Minutes Thursday, August 25, 2016
6:30 pm**

Members Present: Brian Widegren, Chairman; Terry Russell; Nancy Scott; and Steve Davol.

Members Absent: Donna Richardson; Karen Ryder; and Sharon Stout.

Member Resignation: Amy Middleton, effective August 12, 2016.

Administrators Present: Scott Carpenter, Superintendent; Carla Blanchard; Melissa Maguire; Jim Birchfield; Brendon Case; and Adam O'Shea.

A. Call to Order – The meeting was called to order at 6:35 pm.

B. Approval of Minutes - MOTION: Nancy Scott moved to approve the minutes of July 14, 2016; seconded by Terry Russell. **VOTE: UNANIMOUS.**

C. Public Comment – None

D. Recognitions – The Superintendent recognized Mr. and Mrs. Thomas McKeon and Harwich Mobile for their recent donations to the high school concessions building project.

E. Reports and Discussions

1. MRMS Handbook – Assistant Principal Adam O'Shea presented the 2016-2017 MRMS Handbook and reviewed the changes. The approved handbook will be available on line for students and parents.

2. High School Field Maintenance Inter-Municipal Agreement – the Superintendent reviewed the proposed inter-municipal agreement between the district and the Town of Harwich for the maintenance of the high school fields. Cranberry Valley maintenance staff, under the direction of their superintendent Shawn Fernandez, has been doing a fantastic job getting the high school athletic fields ready for the fall sports season. The agreement stipulates that the golf maintenance staff will continue to provide grounds services for the high school on an annual basis. The district and the town will create an annual budget according to the scope of services. For the 2016-2017 year, the budget will be \$38,000 for labor and \$44,000 for equipment usage and supplies, for a total of \$82,000.

3. Concession Building Update – Athletic Director Brendan Case provided the committee with an update on the progress of the concession building. The exterior structure of the building has been completed and interior framing is underway. The district is grateful for the labor provided by many community members volunteering their time and skills; and for the monetary donations from residents and local businesses. Approximately \$20,000 is needed to complete the project.

4. Technology and Website Update – Technology Director Jim Birchfield provided the committee with a technology update. Work has progressed this summer connecting Monomoy to the Cape Net/Open Cape fiber network and readying the middle school for Wi-Fi for the 2017-2018 1:1 Chromebook initiative. The bandwidth from Open Cape will be five times greater than that provided by Comcast. In addition, the district is migrating email from Outlook to Google. The district is also obtaining information and proposals from several website developers in anticipation of moving to a new service. The contract with the current website provider, Final Site, will expire in June, 2017.

5. Job Description/Responsibilities – The committee discussed Policy GCA, "Professional Staff Positions." The policy states that the Superintendent will present for the school committee's approval a job description for professional positions. Professional staff positions "will be created initially by the school committee." After discussion the consensus of the committee is to have the policy subcommittee

review Policy GCA to provide clarification for the process involved in creating job descriptions for school committee approval.

Initial advertisements for the position of "Bookkeeper" yielded few qualified applicants. Therefore, the position was re-advertised with the title changed to "Accountant," however, the job description still contained the same functions and requirements. The change in title yielded more qualified applicants and a qualified replacement has been hired. Over the summer there was a need to fill the position of "Theater House Manager," to accommodate the various groups renting the auditorium in the summer months (and to continue to generate rental revenue for the district). Stability for this position has been challenging as three different people held the position this past year. The Superintendent, working with the SEIU custodial union, created a "Night Custodian/Theater Function Manager" position. This position would be subject to SEIU and school committee approval. However, at this time additional evaluation and review is required before the position can be presented to the school committee for approval. It is also necessary to expand the job description for the AV club advisor stipend to reflect how the club now works with the new TV studio. The committee voted to give the Superintendent authorization to continue working with the custodial and MREA unions to revise the above-mentioned job descriptions.

6. School Committee goals and Next MASC Meeting – the next MASC Governance workshop with Dorothy Presser is scheduled for September 28, 2016 at 6:30 p.m. Committee members were asked to bring three to five goals for 2016-2017. Two suggested goals are a self-review of the school committee and the review of the regional agreement.

Steve Davol advised that the vacancy on the school committee due to Amy Middleton's resignation will be posted with the Town of Chatham. Pursuant to the regional agreement, the Chatham Board of Selectmen and the Chatham representatives of the school committee will make the appointment to the committee.

F. Subcommittee Reports – None

G. Superintendent's Report

The committee was provided with a listing of the new staff hires for the 2016-2017 school year, and was also provided the August 31 opening day schedule and the professional development agenda for September 1. School committee members are invited to tour the buildings on September 1, beginning at 3:00 p.m. at the high school concession building. The Superintendent and Rick Travers, the facilities director, will then take members to Harwich Elementary, Chatham Elementary and the middle school.

The Superintendent updated the committee on the status of CVEC (Cape & Vineyard Electric Cooperative). Monomoy has saved \$14,383 on electricity by participating in the program. Three of the four wind turbines at Future Generation Wind in Plymouth are currently operating and earning additional net metering credits for the district. Once all turbines are on-line, the district will receive cash savings every month.

The Superintendent advised the committee that Sturgis Charter School has made application to the DESE to expand their enrollment by 50 students. The Superintendent will be drafting a letter of opposition to DESE Commissioner of Education Mitchell Chester.

The Superintendent recently attended a meeting regarding an assistance program for testing lead in school drinking water offered by the State. However, after evaluation, the cost of the State program is much greater than the cost of testing currently available through the Barnstable County Water Quality Laboratory.

The committee was advised that the Chatham and Harwich town managers have issued a statement that school committee meetings will be broadcast on Channel 22, the towns' educational channel.

The Superintendent updated the committee on the HVAC issue at the high school. Trane, the manufacturer of the equipment, has agreed to install the sensors pursuant to the original design specifications. The engineers for the HVAC system will cover the cost of programming the sensors. This is the last piece of the HVAC issue that was needed to be resolved. The district is now ready to move forward with closing out the project with MSBA.

The Superintendent requested the finance subcommittee convene to review legal representation and costs for the district as it hasn't been evaluated since regionalization. They will also review quotes prepared for the installation of I-MAC equipment for the new TV studio. The subcommittee will meet on September 1, at 5:45, immediately following the tour of the school buildings.

H. Action Items

1. Change in Job Description Name

MOTION: Steve Davol moved to change the name of the bookkeeper position job description to "District Accountant," seconded by Terry Russell. **VOTE: UNANIMOUS.**

2. Job Description Negotiations

MOTION: Steve Davol moved to direct the Superintendent to move forward with the custodial union and the MREA in negotiations and development of job descriptions for AV Club Advisor and Theater Facility House Manager, and to come back to the committee for approval of these positions; seconded by Nancy Scott. **VOTE: UNANIMOUS.**

3. Strategic Plan Action Steps – the committee tabled voting on this issue until the full committee is present.

4. Superintendent's Evaluation – the committee tabled voting on this issue until the full committee is present.

I. Adjournment –MOTION: Steve Davol moved to adjourn at 9:07 p.m.; seconded by Terry Russell. **VOTE: UNANIMOUS.**

Respectfully submitted,

Barbara Susko
Recording Secretary

Documents Used at Meeting and Available For Review
Superintendent Evaluation Ratings
Monomoy Regional Middle School Handbook 2016-2017
2016 New Monomoy Staff
Inter-Municipal Agreement