

Southampton School Committee
Monthly Meeting
Thursday, November 17, 2011
Richard Dragon Library-William E. Norris School

MINUTES

I. Call to Order- Kim Schott, Chair

Ms. Schott called the meeting to order at 6:02PM

Present: Julie Babyak, Kim Schott, John Fitzpatrick, Mr. Collins, Dr. Jurgensen, Cynthia Landers (6:15)

Absent: Jill Phelan, Don Abel

Visitors: Shannon Trzcienski

II. Routine Matters

A. Approval of minutes (August and September)

On a motion (Babyak/Fitzpatrick) the minutes from our August and September meeting minutes were approved (handouts) (3-0-0)

B. Circulation of Warrants

Warrants were distributed for individual review and signature

C. Visitors

Ms. Trzcienski was welcomed

D. Tiger Talk

Mr. Fitzpatrick agreed to write for the next Tiger Talk

E. Other

On a motion (Fitzpatrick/Babyak) the Mothers Club was given a one day authorization to bring sealed alcohol into the school as part of their annual gift baskets fundraiser (3-0-0).

Response to the storm was discussed and a number of storm related topics, including:

- Dr. Jurgensen was thanked for the use of the ConnectEd system during the storm and his written update in Tiger Talk regarding the decision making process for school closings
- Mr. Collins will inform parents that including cell phone numbers on their contact information sheets will allow for ConnectEd messages to be forwarded to multiple locations. Mr. Collins is considering sending out a form for parents to update based on lessons from the storm and possible new text capability.
- The District is researching adding text messaging capabilities to the ConnectEd capabilities
- Dr. Jurgensen was encouraged to reach out to safety departments (Fire, Police, Highway) to determine if the ConnectEd capabilities would be helpful in future emergencies to get messages out to neighborhoods

III. Items Requiring Action

A. Negotiations Team Planning/Coordination

Don Abel

Julie Babyak

John Fitzpatrick

Kim Schott

Jill Phelan

Mr. Abel and Mr. Fitzpatrick will be the School Committee representatives for the upcoming negotiation. Ms. Schott will talk to Association president Ms. Diane Scott to request the opening letter and discuss next steps and scheduling.

B. School Committee Goals/Philosophy

Feedback and comments discussed (handout). Dr. Jurgensen will consolidate and redistribute prior to our December meeting.

C. Academic Achievement Awards

Mr. Collins and Dr. Jurgensen reviewed feedback they had received from a parent that was upset about the 6th Grade Achievement awards criteria. Mr. Collins reviewed the criteria used at Norris and the general guidelines as developed by the National Association of Elementary School Principals and feedback from a representative (handouts). On a motion (Fitzpatrick/Babyak) the Committee authorized Ms. Schott to correspond with the parent that the School Committee fully supports the current implementation of the achievement Awards program (3-0-0).

D. Payroll signatures

Policy research confirms that payroll must be signed by the School Committee Chair or designee. The Committee will continue with the current practice.

E. School calendar

Dr. Jurgensen informed the Committee that no changes are requested for the school calendar at this time but fair warning that the recent storm will certainly have implications if the coming winter season produces many snow days.

F. December meeting date

Next meeting is December 15 at 6:00 PM

IV. Budget

A. Line Item Transfers

On a motion (Fitzpatrick/Babyak) the requested line item transfers (handout) were approved as presented (3-0-0)

Ms. Landers presented the budget spreadsheet (handout) and advised the Committee that we are within plan for FY12 with no surprises. Many of the dollars in the unencumbered column are spoken for but don't have the purchase orders cut for them yet. Ms. Landers reminded the Committee that the Transportation line was underfunded in the Town's budget and that she will remind the Town Administrator's office that it was discussed during the budget creation cycles that the line will be revisited when Free Cash resource is known.

B. FY 2013 Budget Preparation

Ms. Landers and Mr. Collins will begin work on the Norris requirements and wishes soon. There is no guidance from the Town yet and indications from the State are that Chapter 70 will not be lowered this year but probably won't see any significant increases either. Discussion highlights:

- Packages have been distributed to the principals from the regional office so that principals can start to gather their requirements and requests
- Principal's budget vision document should be done for our December meeting
- Unless something changes at the Federal level, Norris will lose \$84,000 in stimulus money in the 2013 revenue plan

Don Abel

Julie Babyak

John Fitzpatrick

Kim Schott

Jill Phelan

- No guidance has been received from the Town regarding wage lines
- All of the unions in Town are headed into their negotiation cycles

V. Policy

No issues this period

VI. New Business
A. Other

Mr. Collins reminded the Committee that he will follow up with the Highway Department about checking with WMECO about additional lighting for the northeast corner of the school. The rear parking lot entry and Gunn Rd. sidewalk parking spaces are very dark and get a lot of use at night this time of year. SYAA basketball has resumed and we have visitors from other Towns for the Suburban programs. WMECO has promised action in the past.

VII. Superintendent

Dr. Jurgensen reviewed his report (handout) including the storm related write up that went into the Tiger Talk newsletter. Actions were discussed and noted earlier in the meeting.

Dr. Jurgensen noted progress by the Technology Committee and reviewed the Tech goals document (handout) that was recently reviewed with the school principals and is being circulated to District school committees.

VIII. Reports
A. Principal

Mr. Collins reviewed his monthly report (handout). In addition:

- A grant was received to fully fund a new program this spring that will bring Circus Smirkus to Norris. Children will be exposed to a circus related curriculum leading to activities on Field Day.
- The school is participating in a recycling project in cooperation with the Highway Department and classrooms are working to separate paper and recyclables from the school's waste stream

B. PTO

The Apple Pie Festival is this weekend

C. CES

No update this period

D. School Council

A survey has been designed and will be distributed to parents electronically on Nov. 22 to gather feedback about the summer reading program that took place last summer. Feedback will be considered for designing next summer's program

E. Hampshire Regional School Committee

No update this period

F. Administrative Advisory

Don Abel

Julie Babyak

John Fitzpatrick

Kim Schott

Jill Phelan

No update this period

IX. Discussion of warrant

Warrants were distributed and signed without additional discussion.

On a motion (Fitzpatrick/Babyak) the Committee adjourned to Executive Session to discuss upcoming negotiations by unanimous roll call vote (3-0-0) at 7:35 PM.

- X. Executive Session – MGL Chap. 30, 21A(2) – Preparation for negotiations Collective Bargaining: Southampton Teachers Association and preparations for Contract Negotiations: Assistant Superintendent

The meeting reconvened from Executive Session at 8:02 PM

XI. Adjourn

On a motion (Fitzpatrick/Babyak) the meeting was adjourned at 8:03 PM.

Next meeting: December 15, 2011 at the Norris Library

Handouts:

- November 17 Agenda
- August and September Minutes
- Philosophy and Mission DRAFT with comments
- NAESP related guidelines and correspondence
- MGL and related policies regarding payroll warrant signature requirements
- Line item transfer request
- Current budget overview spreadsheet
- Superintendent's Report and Tech Plan
- Principal's Report