

**Mansfield School Committee Meeting
Minutes for Thursday, July 21, 2016
Town Hall, Room 3A&B**

An **Open Meeting** of the Mansfield School Committee was held at the Town Hall on Thursday July 21, 2016. The open meeting session was opened and called to order by Kiera O'Neil at 6:00 pm.

Members Present:

Kiera O'Neil, Chair
Lynn Cavicchi, Vice Chair
Lauren Scher
Jenn Walsh

Also Present:

Zeffro Gianetti, Superintendent of Schools

Video Taping: No

Members Absent: Linda Fernando

Kiera O'Neil asked for a motion to enter into Executive Session pursuant to M.G.L. Chapter 30A, Section 21 for the Following Purposes:

Under Exception No. 2, To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Under Exception No. 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
And to reconvene in open session.

Role Call Vote:

Lauren Scher Yes
Jenn Walsh Yes
Lynn Cavicchi Yes
Kiera O'Neil Yes

Motion U.C. 4-0

Reconvene in open session 6:30 pm

COMMUNICATIONS: None

SUPERINTENDENT'S REPORT:

1. Zeffro Gianetti announced that our long term school physician is retiring. She has recommended a replacement and Christine Dooling will follow up in preparing for an appointment.
2. Zeffro Gianetti asked Kerri Sankey to introduce the new Assistant Principal at Robinson Elementary. Ms. Sankey introduced Tanna Jango who was chosen out of 8 finalists. Tanna is from the Northboro School system. Tanna thanked the committee for the opportunity and is looking forward to working with everyone.

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3. Mr Gianetti said that interviews for the Jordan/Jackson Assistant Principal are complete and an offer has been made. We are waiting to hear back from the candidate.

APPROVAL OF WARRANT: None

APPROVAL OF MINUTES:

Open Meeting Minutes of 6-21-16

Request to change wording of Organization Chart changes to clarify box location.

A motion to approve the minutes as amended was made 1st by Jenn Walsh, 2nd by Lauren Scher.

Motion Carries 4 - 0

Executive Session Minutes of 6-21-16.

A motion to approve the minutes was made 1st by Jenn Walsh, 2nd by Lauren Scher.

Motion Carries 4 - 0

Executive Session Minutes of 6-28-16.

A motion to approve the minutes was made 1st by Jenn Walsh, 2nd by Lynn Cavicchi.

Motion Carries 3-0-1 (Lauren Scher was not in attendance at meeting)

OLD BUSINESS:

FY16 Summary (Reported by Zeffro Gianetti):

FY16 books have been closed and the school will be returning \$252,415.00 (.6% of total budget) to the town. This is approximately \$90,000 more than last year. Significant savings were found in energy costs (\$334,000 savings) while an additional cost occurred in Special Education outplacements (+\$119,000). Other items moved above and below budget to bring us to the final amount.

Sub Committee Updates

1. Audit: No update.
2. CIP: No update.
3. Budget: No update.

Reconsider use of MASC Policy Services:

Background: In August of 2016, school committee voted to outsource policies to MASC who would help us setup online policies. Discussions throughout the year led the committee to reconsider this process. A contract had been signed by Michael Trowbridge in April but no money was ever paid to MASC (\$10,000 cost.)

Motion: Lynn Cavicchi made a motion to reconsider the MASC Policy Services based on subcommittee recommendations. Subcommittee thought we would be better served to customize our policies to our district. Jenn Walsh seconded the motion.

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Discussion: The original intent was to help us get organized and to get all our policies online. The recommendation is that we prioritize the policies that need updating rather than taking an entire section at a time. Lynn Cavicchi has been reviewing policies and wants to meet with Zeffro Gianetti. Kiera O'Neil asked if it were feasible to come up with a number of policies to address each year. Identify those policies and then come up with a timeframe and plan. There are two types of policies that need to be addressed: a) Those that need a massive rewrite and b) Those that require minor tweaks due to MA general laws. These are always ongoing. Zeff Gianetti would like to start with those that are most out dated.

Lauren Scher asked if there was any issue with the contract already having been signed. Kiera O'Neil said we would move forward. If we find out that we would be held liable for a signed contract then we would need to vote to reconsider again.

Jenn Walsh made a motion that we do not to use MASC and handle all policy changes on our own within the district with the stipulation that the contract can be broken. Lynn Cavicchi seconded the motion.

Motion U.C. 4 - 0.

NEW BUSINESS:

Proposal for Shane Farrell Bench:

Jane Maher and Kit Giffen (parents) proposed a memorial bench for Shane Farrell who had died in a tragic accident a year ago. This bench would be at the MHS track and would be similar to one already in place. Fundraising was all done by his classmates.

Lauren Scher motioned to approve the bench for Shane Farrell at MHS. Jenn Walsh seconded the motion.

Motion U.C. 4 - 0.

Appointment of Nurses:

Jenn Walsh made a motion to approve Christine Dooling as the new Head Nurse for Mansfield Public Schools. Lauren Scher seconded the motion.

Motion U.C. 4 - 0.

Jenn Walsh made a motion to approve the nurse staff list for Mansfield Public Schools. Lynn Cavicchi seconded the motion.

MHS: Christine Harrison and Betsy Savoie

QMS: Lisa Anderson and Elayne Brown

JJ: Elizabeth Johnston and Kristin Haskell

Rob: Susan McGinley and Tammy Rozelle

RG: Debora Wirth

Motion U.C. 4 - 0.

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The committee and Zeffro Gianetti took a moment to thank Patricia Harrison for all her years of service to our schools and to congratulate Christine Dooling on her new role.

Superintendent's Contract Announcement:

In executive session, the school committee voted to extend a 2% increase to the superintendent as well as adjusting the max allowed number of accrued sick days from 75 days to 150 days. This is in line with administrative contracts within the district.

Union Contract Approvals:

New Secretaries and Clerk Contract has been approved by negotiating teams. Contract is effective July 1, 2016 and is good for 3 years. Lynn Cavicchi motioned to ratify the new contract for Secretaries and Clerks. Jenn Walsh seconded the motion.

Motion U.C. 4 - 0.

The Food Services contract is still in progress. This approval was tabled.

School Committee Workshop:

A workshop will be held in Zeff Gianetti's office on 8/9/16 at 6:30 pm. A rough timeline was set for the Superintendent Evaluation Cycle. Each cycle date must be identified and then added to the corresponding agenda.

Cycle Step 1	Superintendent's Self-Assessment	Use Rubric for self assessment. School Committee will provide input into goals. Identify at least 2 goals.	August 9, 2016
Cycle Step 2	Analysis, Goal Setting, and Plan Development	Public meeting: Discuss Goals and finalize.	September 12, 2016
Cycle Step 3	Implementation of the Educator Plan and Data Collection	Throughout school year, Superintendent implements plan and documents evidence	Ongoing
Cycle Step 4	Mid-Cycle Goals Review	Public meeting(s): Superintendent reports on progress; school committee reviews, offers feedback and discusses adjustments.	February 7, 2017
Cycle Step 5	End of Cycle and Summative Evaluation Reports	Public meeting: School Committee reviews Superintendent progress report and completes a performance review.	May 23, 2017 or June 6, 2017

Further discussion was held on the Superintendent review process.

1. School Committee reviews the 5 year narrative.
 - a. The superintendent goals and district goals should be built around the standards set during the end of year summary. Do not create new strategies.
2. School Committee needs to review the Strategic Plan.
 - a. We are currently at the midpoint of the 2013-18 Strategic Plan.
 - b. Measurable outcomes are needed for each year.

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- c. School Committee should prioritize the top 3 as a group and present these to Mr. Gianetti.
3. Kiera O'Neil pointed out that we are going into this year with a Superintendent's Evaluation Plan. The self assessment will be based on the Rubric. We should be in a better position to complete a thorough evaluation.

The second part of the workshop will be expectation setting for the school committee. As a committee:

1. What do we expect to see/accomplish at meetings?
2. What type of information do we want to see from?
 - a. Superintendent
 - b. Assistant Superintendent
 - c. Business Manager
 - d. Central Office as a whole
3. How do we communicate back and forth with the superintendent?
4. What are the superintendent's expectations of the committee?
5. What is expected of the School Committee Chair?

Citizens Comments: None

School Committee New Business: A quick discussion about the upcoming construction around the schools. We have made every effort to get word out about possible delays and detours. Zeffro Gianetti, Edward Vozzella and Robert LaConte did a walkthrough of the schools. They are in good shape for the start of the school year. Also of note, a new parking lot was created behind QMS to add to staff parking.

School Committee Other Business:

Motion to adjourn: At 7:12 p.m., Kiera O'Neil asked for a motion to adjourn. Jenn Walsh motioned to close the open meeting with a second by Lynn Cavicchi.

Motion U.C. 4-0

Respectfully Submitted,
Diane Nugent
Secretary to the
Superintendent &
School Committee