

School Committee Meeting

July 2, 2015

Superintendent's Conference
Room

Open Session 7:30 A.M.



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2015-07-02

Time: 7:30 AM

Building: School - Memorial High

Location: Superintendent Conference Room

Address: 82 Oakland Road

Purpose: Open Session

Meeting Called By: Linda Engelson on behalf of the Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

AGENDA

7:30 a.m.

I Call to Order

II Recommended Procedure

A. Public Input (I)

B. Reports

1. Students
2. Liaison
3. Superintendent
4. Sub-Committee
5. Assistant Superintendent
6. Director of Finance & Operations
7. Director of Student Services

C. Continued Business

D. New Business

1. Accept a Donation to RMHS (A)

E. Routine Matters

1. Bills and Payroll (A)
2. Minutes (A)
June 15, 2015
June 22, 2015
3. Bids and Donations (A)
Award of Contract – RMHS Retaining Wall
Award of Contract – HVAC Controls
4. Calendar (I)

F. Information

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



Town of Reading Meeting Posting with Agenda

G. Executive Session

III Future Business

I Informational A Action Item

All times are approximate and may change.

John F. Doherty, Ed. D.
Superintendent of Schools

82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149



Craig Martin
Assistant Superintendent
for Learning and Teaching

Martha J. Sybert
Director of Finance & Operations

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: June 25, 2015

TOPIC: Award of Contract – RMHS Retaining Wall

At our meeting on Thursday morning we will recommend the School Committee award the contract to repair and rebuild the Reading Memorial High School retaining wall. This project was approved at Special Town Meeting in April 2015 and will be funded by debt.

PARE Corporation was retained to develop the design and bid specifications. In accordance with Massachusetts procurement law, we recently issued Invitation to Bid for this project. We received six bids for the project. Please find attached information from PARE Corporation regarding the results of this bid. It is the recommendation that Quirk Construction be awarded this contract to repair and replace the retaining wall located at Reading Memorial High School.

Please feel free to contact me if you have any questions.

June 30, 2015

Ms. Kelly Colón
 Director of Facilities
 Reading Public Schools
 62 Oakland Road
 Reading, MA 01867

RE: Reading Memorial High School Retaining Wall Reconstruction
Bid Evaluation
 PARE Project No.: 13064.07

Dear Ms. Colón:

On Thursday, June 25, 2015, bids for the above referenced Reading Memorial High School project were received and publicly opened at 9:00 AM at the Reading Public Schools administration offices at 62 Oakland Road, Reading, Massachusetts. Six bids were received, opened and read aloud at the bid opening. The bids were reviewed for administrative completeness, as follows:

Administrative Requirements	Quirk	ECD	EDC	Tasco	WES
Demonstrated Experience	X	X	X	X	X
Anti-Collusion/Anti-Fraudulent	X	X	X	X	X
Corporate Vote	X	X	X	X	X
Certificate of Compliance with Tax Laws	X	X	X	X	X
Bid Bond	X	X	X	X	X
Reference List	X	X	X	X	X
Addenda Acknowledgment	X	X	X	X	X

The following presents the total values of all bids received, which are presented in full detail on the attached table:

Bidder	Total Base Bid
1 Quirk Construction Corp.	\$309,375.00
2 East Coast Developments, Inc.	\$348,950.00
3 Empire Design & Construction	\$373,609.00
4 MJS Construction, Inc.	\$375,925.00





5	Basco Construction	\$886,065.00
6	Wes Construction Corp.	\$566,750.00*

* Bid Items 1 thru 8 were missing from the proposal.

The following is PARE's bid evaluation. The General Contractor's bids are presented on the attached table.

The apparent low bidder is Quirk Construction Corp., with a Base Bid of \$309,375. PARE contacted and spoke with Mr. David Quirk the President of Quirk Construction Corp.

Mr. Quirk indicated that they are comfortable with their bid and feel that that they can complete the project for the indicated bid price. PARE did question two items within the bid form (Item Nos. 9 and 11, Backfill and Pavement), both of which seemed low in comparison to the other bids; however, Mr. Quirk stated that they believed they had properly bid the items. Mr. Quirk indicated that they were reasonably low because they are currently undertaking a project in Reading, of similar scope, which will reduce costs. In addition, Mr. Quirk indicated that they have the necessary manpower and equipment to meet the tight schedule proposed for this project

We have spoken with three of Quirk's references, who indicated that they were "reasonable" to "good" to work with, typically worked in a clean and workman like manner, and provided a high quality finished product. Each reference reported that Quirk reportedly asks a lot of questions regarding the plans and specifications, and requested several Change Orders.

PARE contacted Mr. James Perry of Gale Associates to seek a reference for Quirk from their \$1.6M Georgetown Middle High school project. Mr. Perry indicated that Gale has had good experience with Quirk; however, change orders are an issue from time to time and Quirk does not tend to negotiate with the engineer on Change Orders. Mr. Perry did specifically indicate that Quirk did a very good job on the retaining walls and that they would work with Quirk again on future projects.

PARE contracted Mr. Chris Huntress of Huntress Associates, with respect to the \$305K Andover Tennis Courts Project. Mr. Huntress indicated that the quality of Quirk's work was excellent. Similar to the previous reference, he did indicate that Quirk had several questions and Change Order requests. He indicated that dealing with changes in work required some negotiation. Administratively, Quirk was reported to be good. Mr. Huntress indicated that the he was quite happy with the final product, and would welcome the opportunity to work with Quirk again.

PARE contacted Tom Devine of Devine Associates with regard the \$539K Splaine Park construction project. Mr. Devine indicated that he had a very good experience with Quirk and now uses them for private work as well. He did mention change orders, but he did indicate that he was able to negotiate and clarify information to reduce the number of processed change orders. Staffing was never an issue and he indicated that Quirk went above and beyond to meet his difficult schedule.

Based this review, It is our understanding that change orders and requests for information may prove problematic. As such, it is proposed that the owner be prepared to process change orders that would result in



Ms. Kelly Colón, Reading Public Schools

- 3 -

June 30, 2015

a final price similar to that proposed by PARE for the project and that this Contractor be closely monitored with respect to change order request which may increase PARE's administrative contribution to the project.

RECOMMENDATION

Based upon our review of the bids, interviews with the Contractor and their references, and our own understanding of the Contractor's capabilities, PARE is not aware of any reasons why the Contract should not be awarded to Quirk Construction Corporation.

We trust this bid review and evaluation meets your needs at this time. Should you have any questions or require any additional information please do not hesitate to contact me at 508.543.1755.

Sincerely,

PARE CORPORATION

Simon J. McGrath, P.G.
Senior Project Engineer

J. Matthew Bellisle, P.E.
Senior Vice President

Attachment: Bid Tabulation

READING MEMORIAL H.S. SEGMENTAL RETAINING WALL RECONSTRUCTION

June 25, 2015

Bid Item Number	Bid Unit	Bid Quantity	Opinion of Probable Cost	Difference	Quirk Construction Corp.		East Coast Developments, Inc.		Empire Design & Construction		MIS Construction Inc.		Tasca Construction		Wise Construction Corp.		
					Unit Prices	Unit Prices	Unit Prices	Unit Prices	Unit Prices	Unit Prices	Unit Prices	Unit Prices	Unit Prices	Unit Prices			
1	LS	1	\$ 33,060.00	\$ 3,086.00	\$ 30,000.00	\$ 20,000.00	\$ 10,000.00	\$ 15,000.00	\$ 17,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2	LF	313	\$ 11,520.00	\$ 5,635.00	\$ 9,885.00	\$ 3,150.00	\$ 4,410.00	\$ 2,295.00	\$ 3,150.00	\$ 10.00	\$ 5,000.00	\$ 17,700.00	\$ 15,000.00	\$ 17,700.00	\$ 15,000.00	\$ 17,700.00	
3	LF	313	\$ 37,150.00	\$ 10,116.66	\$ 27,033.34	\$ 9,011.11	\$ 12,683.33	\$ 6,341.67	\$ 9,011.11	\$ 25.00	\$ 31,666.67	\$ 27,033.34	\$ 27,033.34	\$ 27,033.34	\$ 27,033.34	\$ 27,033.34	
4	LS	1	\$ 24,000.00	\$ -	\$ 24,000.00	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 35,000.00	\$ 13,000.00	\$ 13,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
5	LS	1	\$ 24,000.00	\$ 21,000.00	\$ 3,000.00	\$ 3,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 6,000.00	\$ 6,000.00	\$ 37,600.00	\$ 37,600.00	\$ 37,600.00	\$ 37,600.00	
6	TON	40	\$ 10.81	\$ (11,910.00)	\$ 15,910.00	\$ 9,250.00	\$ 9,250.00	\$ 25.00	\$ 25.00	\$ 80.00	\$ 80.00	\$ 18,835.00	\$ 18,835.00	\$ 18,835.00	\$ 18,835.00	\$ 18,835.00	
7	TON	370	\$ 6,920.00	\$ 46,350.00	\$ 26,000.00	\$ 70,000.00	\$ 3,000.00	\$ 3,000.00	\$ 75,000.00	\$ 50,000.00	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	
8	LS	1	\$ 72,350.00	\$ 21,283.00	\$ 13,000.00	\$ 12,000.00	\$ 5,000.00	\$ 17,000.00	\$ 17,000.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	
9	LS	1	\$ 34,255.00	\$ 57,923.00	\$ 13,000.00	\$ 12,000.00	\$ 5,000.00	\$ 17,000.00	\$ 17,000.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	\$ 42,300.00	
10	TON	40	\$ 367,288.00	\$ 367,288.00	\$ 308,375.00	\$ 343,850.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00
11	LS	1	\$ 25,928.80	\$ -	\$ 25,928.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	LS	1	\$ 17,954.90	\$ -	\$ 17,954.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	LS	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	LS	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BASE BID			\$ 367,288.00	\$ 57,923.00	\$ 308,375.00	\$ 343,850.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	\$ 373,609.00	
10% Owner Controlled Contingency			\$ 36,728.80	\$ -	\$ 36,728.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5% Design Contingency			\$ 17,954.90	\$ -	\$ 17,954.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Bid Items 1 thru 8 were missing from the proposal.



John F. Doherty, Ed. D.
Superintendent of Schools

82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149



Craig Martin
Assistant Superintendent
for Learning and Teaching

Martha J. Sybert
Director of Finance & Operations

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: June 25, 2015

TOPIC: Recommendation for Award of Contract – HVAC Maintenance and Repair Services

We recently reached the end of our three year contract term for our HVAC Maintenance and Repair Contract. In compliance with the MGL Chapter 149, an invitation to bid was developed and issued for a new maintenance and repair contract. We received a bid from one firm.

Brunell Controls, who is our current vendor, was deemed the lowest responsible and responsive bidder. The results of the bid opening for the HVAC Controls Maintenance and Repair Contract are as follows:

<u>Vendor:</u>	<u>Total Project Cost:</u>
Burnell Controls	\$ 69,990

This contract is a one year contract with the option to renew for two additional one-year terms. The rates quoted by Brunell Controls will remain the same for each of the two optional years.

Based on these bid results, the excellent service we have received over the past three years from this vendor, and the positive reference check results, we recommend that the contract be awarded to Brunell Controls of Danvers, Massachusetts.

Please feel free to contact me if you have any questions.

John F. Doherty, Ed. D.
Superintendent of Schools

82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149



Craig Martin
Assistant Superintendent
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Martha J. Sybert
Director of Finance & Operations

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: June 25, 2015

TOPIC: Accept a Donation to RMHS

At our meeting on Tuesday evening, I will ask the School Committee to accept a donation from the Friends of Reading High School Baseball to be used to support a coaching assistant position for the 2015 season.

If you have any questions, please contact me.

June 5, 2015

To Whom It May Concern:

The Friends of Reading High School Baseball is donating the following check, in the amount \$1943.51, to the Reading School Department for the purposes of compensating Assistant Baseball Coach, John Halsey Jr. Our organization works to support the baseball program and one way we hope to help is by funding assistant coaching positions that are not funded by the school. This money has been raised by our organization and for that purpose. Thank you!

Sincerely,



Raymond Blanchard

President

Friends of Reading High School Baseball, Inc.



Town of Reading Meeting Minutes

DRAFT

Board - Committee - Commission - Council:

School Committee

Date: 2015-06-15

Time: 6:00 PM

Building: School - Memorial High

Location: Superintendent Conference Room

Address: 82 Oakland Road

Purpose: Open Session

Session: General Session

Attendees: **Members - Present:**

Linda Snow Dockser
Jeanne Borawski
Chuck Robinson
Gary Nihan
Elaine Webb
Julie Joyce

John Doherty, Superintendent
Craig Martin, Assistant Superintendent
Martha Sybert, Director of Finance
Carolyn Wilson, Director of Student Services

Members - Not Present:

Carl Gillies, Student Representative

Others Present:

Brad Jones, State Representative
Jim Dwyer, State Representative
Jason Lewis, State Senator
Alex Nazzaro, Student Representative
Al Sylvia, Reading Chronicle
Nancy Docktor, Resident
Chris Copeland, RTA President
Building Principals, Directors and Years of Service Honorees

Minutes Respectfully Submitted By: John F. Doherty, Ed.D. Superintendent

Topics of Discussion:

I. Call to Order

Chair Robinson called the School Committee to order at 6:05 p.m.

Chair Robinson welcomed guests and reviewed the agenda.

II. Recommended Procedure

A. Public Input (I)

Chair Robinson called for public input.

Mrs. Docktor requested information on her original request regarding partnerships with outside mental health agencies to address the social-emotional needs of our students.

B. New Business (Out of Order)

Representatives Jim Dwyer and Brad Jones and Senator Jason Lewis discussed happenings on Beacon Hill.

Representative Jones touched upon work being done on Chapter 70 funding, the FY16 budget and recent hearings on PARCC testing providing information on what direction the state should go in respect to student assessment.

Representative Dwyer shared that he is part of a group that has authored a bill to ask for a three year moratorium on PARCC testing and the implementation of the Common Core. It is agreed that assessment is needed but a determination needs to be made as to which is the best assessment for students.

Discussion continued regarding student assessment, unfunded mandates and the FY16 budget.

Senator Lewis updated the committee members on the FY16 budget. He shared the recommendations that circuit breaker is being fully funded, local aid be increased and Chapter 70 funding increased. He also said that \$25,000 is earmarked for field improvements in Reading. Reading has been cited in the state for the work on the safe and supportive schools initiative. An interim report has been released on the foundation budget which will address health care and Special Education costs.

The Senator was pleased that Reading recently had a presentation on substance abuse/tobacco. He is the Chair of the Public Health Committee and knows that education and information is important in combating this public health problem.

Mrs. Webb expressed concerns regarding Smart growth densities and the need to continue to work with Town officials on 40B housing.

The School Committee continued discussion on student assessment. Both Representatives said that the proposed moratorium on PARCC and the Common Core are in the early stages of discussion.

Dr. Snow Dockser attended an Education Committee hearing last week and wanted to be sure that when looking at free full day kindergarten that attention is paid to the financial impact on districts that now have tuition based programs.

Representative Dwyer said that conversation is well on its way. Representative Jones said that there will also be an impact on existing facilities when free full day kindergarten for all is offered.

Chair Robinson thanked the legislators for attending tonight and called a brief recess at 6:50 p.m.

Mr. Robinson called the meeting back to order at 7:02 p.m.

Staff Recognition

Dr. Doherty explained that each year we recognized members of our staff that have achieved milestones which include Professional Teacher Status, 10, 20, 30+ years of service and retirees.

He asked Food Service Director Kristin Morello to present the awards to her staff that included:

Last Name	First Name	Location	Years of Service
FERRARI	ROBERTA	Cafe	10
KURCHIAN	R CORNELIA	Cafe	20
MORAIS	MARIA	Cafe	10
SOUTHER	DOLORES	Cafe	10
ZAYA	MAUREEN	Cafe	30

Joshua Eaton principal Karen Feeney presented the awards to her staff:

Brett	Nicole	Eaton	PTS
Cornetta	Jessica	Eaton	PTS
LEWIS	WILLIAM	Eaton	20
Lewis	William	Eaton	Retirement
LYDECKER	LINDA	Eaton	10
Lydecker	Linda	Eaton	Retirement
RECZEK	SARAH	Eaton	10
TORMAN	TINA	Eaton	10

Killam principal Cathy Giles presented the awards to her staff:

COLE	KATRINA	Killam	10
IOZZO	DENISE	Killam	20
MCGUIRE	TONIA	Killam	10
MULLEN	DONNA	Killam	20
RICE	CATHERINE	Killam	20
SWEENEY	ANN	Killam	10

Wood End principal Joanne King presented the awards to her staff:

ERB	CHRISTINA	Wood End	10
HABEEB	MAUREEN	Wood End	10
MALONE	STEPHANIE	Wood End	10
MCGLATHERY	KATHLEEN	Wood End	10
MCRAE	ROBERTA	Wood End	10
Michel	Lynda	Wood End	PTS
NIHAN	MARIAN	Wood End	10
OEHMEN	ELIZABETH	Wood End	10
PAILES	THERESA	Wood End	10
Parker	Jacquelyn	Wood End	PTS
Peffer	Jacqueline	Wood End	Retirement
SAGE	MARY	Wood End	10

Sheehan	Barbara	Wood End	35+
SUGLIA	LISA	Wood End	10
WEADICK	DENISE	Wood End	10

Birch Meadow principal Eric Sprung presented the awards to his staff:

CLOONAN	DONNA	Birch Meadow	20
GAREY	KATHLEEN	Birch Meadow	10
PIAZZA	DANIELLE	Birch Meadow	10
SCRIBNER	JENNIFER	Birch Meadow	10
Steer	Katelyn	Birch Meadow	PTS
Wells	Alicia	Birch Meadow	PTS

RISE Preschool Director Debbie Butts presented the awards to her staff:

CROSBY	ROBERTA	Rise	20
Boran	Erica	Rise @ WE	PTS

Barrows principal Heather Leonard presented the awards to her staff:

ATWOOD	SARAH	Barrows	10
GATH	VIRGINIA	Barrows	10
Gerrin	Jaclyn	Barrows	PTS
LARACY	JOHN	Barrows	10
Viegas	Susan	Barrows	Retirement
Donahue	Michael	Barrows	10

Coolidge assistant principal Marie Pink presented the awards to her staff:

BUTTARO	SHEILA	Coolidge	10
Conry	Denise	Coolidge	PTS
DEBENEDETTO	CONCETTA	Coolidge	10
KASPRZAK	AMY	Coolidge	10
MARCHANT	SARAH	Coolidge	10
McCarthy	John	Coolidge	Retirement
MURPHY	CRAIG	Coolidge	10
Prindiville	Samantha	Coolidge	PTS
Vance	Laura	Coolidge	PTS

Parker principal Doug Lyons presented the awards to his staff:

Baer	Andrea	Parker	PTS
DURAN	JEANNE	Parker	10
FOX	LAURA	Parker	10
Gilbert	Sarah	Parker	PTS
Gomes	Gerald	Parker	Retirement
Kalmakis	Susan	Parker	Retirement
KETLAK	DIANE	Parker	30
Ketlak	Diane	Parker	Retirement

Kiser	Megan	Parker	PTS
Lynch	Jessica	Parker	PTS
Mitrano	Julianne	Parker	PTS
OLIVO	STEPHEN	Parker	10
Piantedosi	Jill	Parker	Retirement
QUACKENBUSH	CONSTANCE	Parker	10
RICCI	CARLA	Parker	20
ROPPL	AMY	Parker	20
SHANLEY	ELISABETH	Parker	10

RMHS principal Adam Bakr presented the awards to his staff:

Ballantyne	Alexander	RMHS	Retirement
Bedingfield	Kelly	RMHS	PTS
Chetwynd	James	RMHS	Retirement
Cogger	Steve	RMHS	PTS
CONNER	HEATHER	RMHS	10
CROWLEY	KATHLEEN	RMHS	10
Cunha	Natalie	RMHS	PTS
Galvin	Carol	RMHS	Retirement
Kroff	Harlan	RMHS	PTS
Lennon	Sarah	RMHS	PTS
Lombardo	Heather	RMHS	PTS
LYNN	MARY ANNE	RMHS	20
MOONEY	ANDREA	RMHS	10
Nelson	Jeffrey	RMHS	Retirement
Nelson	Nels	RMHS	Retirement
Scarpitto	Michael	RMHS	Retirement
Stewart-Cunningham	Jane	RMHS	PTS
Swenbeck-Fede	AMY	RMHS	20
Von Euw	Paula	RMHS	Retirement
White	Susan	RMHS	Retirement

C. Reports

Students

Ms. Nazzaro reported that it is the last week of classes and finals are next week. The Drama Department is hosting Improvasaurus on Friday evening and the softball team is playing in the Division 2 Eastern Massachusetts final on Tuesday night.

Liaisons

Dr. Snow Dockser reported that she and other members of the Committee attended Friends & Family Day. She said it was a great community day and had the opportunity to talk to many residents. She also attended the Joshua Eaton Publishers Day. Students published books and were able to share with other students and parents. Groups were comprised of students in different grades. Dr.

Snow Dockser also attended the North Shore Pride luncheon recently. It was a great event empowering LGBT groups on the North Shore. She shared what RMHS had done this year in the cap & gown selection.

Director of Student Services

Mrs. Wilson shared that she has received a draft copy of the program review report from Walker Associates. She is reviewing it and will present the findings at a future School Committee meeting.

Director of Finance

Ms. Sybert reported that she also attended Friends & Family Day. The modular classroom display boards were available at the event. She shared that the permitting process is ongoing and there are two meetings tomorrow with all the stakeholders. The actual classrooms are currently being constructed in Pennsylvania. The hope is to break ground next week.

Mrs. Borawski asked how the delay will affect the project. Ms. Sybert said that Vanguard will update the schedule after that meeting and have been assured by Vanguard that the timetable will be met.

Superintendent

The Superintendent updated the School Committee on elementary enrollment. He pointed out that in most cases the class sizes are within the recommended guidelines.

The Superintendent shared a letter he received from Mr. Andrew Friedmann and the discussion he had with him on the validity of late school start times for adolescents. Dr. Doherty indicated this topic will be included in upcoming discussions on the social-emotional well-being of students.

Dr. Doherty handed out a copy of the MASS position paper on student assessment.

Finally he reminded the School Committee that there will be a reception on Thursday afternoon to honor Mike Scarpitto who will be retiring at the end of the school year.

D. Continued Business

E. New Business

Approval of Field Trips

Europe

Mrs. Borawski moved, seconded by Mrs. Webb, to approve the RMHS field trip to the Balkan nations of Romania and Bulgaria in June/July 2017.

Superintendent Doherty provided an overview of all the field trips to be approved tonight. He has met with all stakeholders.

Mr. Nihan would like to ensure that there are tight oversights on these trips.

Mrs. Webb feels these are great opportunities for students.

The motion carried 6-0.

Metropolitan Opera

Mrs. Borawski moved, seconded by Mr. Nihan, to approve the annual RMHS field trip to the Metropolitan Opera in New York City in March 2016. The motion carried 6-0.

Parker

Quebec

Mrs. Borawski moved, seconded by Mr. Nihan, to approve the annual Parker 8th grade field trip to Quebec, Canada in April 2016. The motion carried 6-0.

Washington, DC

Mrs. Borawski moved, seconded by Mrs. Webb, to approve the annual Parker 8th grade field trip to Washington, DC in October 2015.

Dr. Doherty said that this trip is being moved to the fall. Principal Lyons feels by moving it to the fall it will allow for team building earlier in the year.

The motion carried 6-0.

Nature's Classroom

Mrs. Borawski moved, seconded by Mrs. Webb, to approve the annual Parker 7th grade field trip to Nature's Classroom in October 2015. The motion carried 6-0.

Costa Rica

Mrs. Borawski moved, seconded by Mrs. Joyce, to approve the annual Parker 8th grade trip to Costa Rica in April 2016. The motion carried 6-0.

III. Routine Matters

a. Bills and Payroll (A)

The following warrants were circulated and signed.

Warrant S1550	6.4.15	\$163,905.81
Warrant S1551	6.11.15	\$399,511.16

b. Bids and Donations (A)

Killam

Mrs. Borawski moved, seconded by Mrs. Webb, to accept two donations totaling \$11,642.87 from the Killam PTO to be used to improve the technology at the school. The motion carried 6-0.

Trees

Mrs. Borawski moved, seconded by Mrs. Webb, to accept the donation of native trees to our schools from Mahoney's Rocky Ledge of Winchester. The motion carried 6-0.

Wood End

Mrs. Borawski moved, seconded by Dr. Snow Dockser, to accept a donation of \$346.25 from the Wood End PTO to be used to purchase agenda books for the 4th and 5th grade students. The motion carried 6-0.

Parker

Mrs. Borawski moved, seconded by Mrs. Webb, to accept a donation of equipment with an approximate value of \$6,550 from Teradyne to be used to enhance the science program at the Parker Middle School. The motion carried 6-0.

PSST

Mrs. Borawski moved, seconded by Dr. Snow Dockser, to accept a donation in the amount of \$1350 from PSST to be used to support the Improv Instructor for the second semester. The motion carried 6-0.

c. Minutes

Mrs. Borawski moved, seconded by Mr. Nihan, to approve the open session minutes dated June 1, 2015. The motion carried 6-0.

d. Calendar

IV. Information

Dr. Doherty said the next meeting on June 22nd will be with Dorothy Presser from MASAC.

V. Future BusinessVI. Adjournment

Mrs. Webb moved, seconded by Mrs. Joyce to adjourn. The motion carried 6-0.

The meeting adjourned at 8:22 p.m.

NOTE: The minutes reflect the order as stated in the posted meeting agenda not the order they occurred during the meeting.

Handouts: Elementary Enrollment
MASS Position Paper
Letter on Later School Start for Adolescents



Town of Reading Meeting Minutes

DRAFT

Board - Committee - Commission - Council:

School Committee

Date: 2015-06-22

Time: 7:00 PM

Building: School - Memorial High

Location: Superintendent Conference Room

Address: 82 Oakland Road

Purpose: Open Session

Session: General Session

Attendees: **Members - Present:**

Linda Snow Dockser
Jeanne Borawski
Chuck Robinson
Gary Nihan
Elaine Webb
Julie Joyce

John Doherty, Superintendent
Martha Sybert, Director of Finance
Craig Martin, Assistant Superintendent

Members - Not Present:

Others Present:

Dorothy Presser, MASC

Minutes Respectfully Submitted By: John F. Doherty, Ed.D. Superintendent

Topics of Discussion:

I. Call to Order

Chair Robinson called the School Committee to order at 7:05 p.m.

II. Recommended Procedure

A. New Business

District Governance Program Presentation

Dorothy Presser of the MASC will be facilitating our workshop on the District Governance Support Project. She described the foundational beliefs of the project which include an overarching mission of continuous improvement in student achievement. Effective leadership to support student achievement requires a good working relationship between the Superintendent and the School Committee. Ms. Presser went on to explain that tonight's workshop will focus on Operating Protocols. Objectives for tonight's workshop are to understand the importance of working collaboratively as a School Committee-Superintendent team, to ensure members are on the "same page" about how the team will treat each other and operate and to begin to develop operating protocols that can be voted on. Effective "teams" understand and respect that their roles are different but complementary, there is agreement of how to operate and communicate, the focus

is on policy and district goals and the meetings are run efficiently and in a business-like manner.

Ms. Presser then defined the roles of the Committee and Superintendent. The Committee is in a leadership/governance role and acts as a bridge between the Superintendent and the community. The Superintendent is in a leadership/management role recommending and implementing policy and goals and acts as a bridge between the staff and the school committee. Both the committee and Superintendent promote trust and mutual respect.

The School Committee participated in two exercises to gather information in preparation of developing their operating protocols. After the exercises Mrs. Presser provided a definition of what operating protocols are and what they are not. It is important to adopt protocols to help members develop a better working relationship among themselves and between members and the Superintendent, to articulate and preserve what's going well, to increase the efficiency of committee meetings and to help the committee focus its energy and effort and work as a team.

Discussion regarding the agenda items and how the meeting agendas were developed were discussed. The agenda is driven by the district goals and requirements by law, regulation and statute.

The School Committee decided to develop a draft set of protocols and chose a date for the next workshop. It was decided that a half hour at the next workshop would be used to discuss and vote on the protocols before moving onto the next workshop. It was decided that the Committee will meet on September 26th at 8 a.m.

III. Adjournment

Mrs. Borawski moved, seconded by Mrs. Webb, to move into executive session to conduct contract negotiations with non-union personnel and not to return to open session. The roll call vote carried 6-0. Mr. Nihan, Dr. Snow Dockser, Mrs. Webb, Mr. Robinson, Mrs. Joyce and Mrs. Borawski.

The meeting adjourned at 9:10 p.m.

NOTE: The minutes reflect the order as stated in the posted meeting agenda not the order they occurred during the meeting.

2015-2016 School Committee Meeting Date

		School Presenting @ mtg.		
July 20th	School Committee			
August 31st	School Committee -			New Teacher Introductions
Sept. 21st	School Committee			
Sept. 28th	School Committee			
Sept. 30	RCASA Annual Meeting			Jordans Furniture
Oct. 5th	School Committee		Office Hours	
Oct. 19th	School Committee			
Oct. 28th	FinForum I - 7:30 p.m.			
Nov. 2nd	School Committee		Office Hours	
Nov. 9th	Town Meeting			
Nov. 12th	Town Meeting			
Nov. 16th	Town Meeting			
Nov. 19th	Town Meeting			
Nov. 23rd	School Committee			
Dec. 7th	School Committee		Office Hours	
Dec. 21st	School Committee			
Jan. 7th	School Committee		Office Hours	FY2017 Budget
Jan. 11th	School Committee			FY2017 Budget
Jan. 14th	School Committee			FY2017 Budget
Jan. 20th	FinForum - 7:30 p.m.			Sr. Center
Jan. 21st	School Committee			FY2017 Budget - Public Hearing
Jan. 25th	School Committee			FY2017 Budget - Vote
Feb. 8th	School Committee		Office Hours	
Feb. 22nd	School Committee			
March 1st	Presidential Primary			
March 7th	School Committee		Office Hours	
March 16th	FY17 Budget Presentation			Town Hall
March 21st	School Committee			
March 23rd	Fincom - 7:30 p.m.			Vote FY17 Budget & TM Articles
April 4th	School Committee		Office Hours	
April 5th	Local Election			
April 25th	Town Meeting			
April 27th	School Committee			
April 28th	Town Meeting			
May 2nd	Town Meeting			
May 5th	Town Meeting			
May 9th	School Committee		Office Hours	School Choice
May 23rd	School Committee			
June 5th	RMHS Graduation			
June 6th	School Committee		Office Hours	

All meetings are in the Superintendent's Conference Room at 7:00 p.m. unless otherwise noted.
 Dates and locations subject to change. (Bold indicates new or changed date or location.)

2015-2016 School Committee Meeting Date

<i>June 20th</i>	<i>School Committee</i>			
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6.29.15 *Meeting dates subject to change*