

# **School Committee Meeting**

**January 21, 2016**

**Superintendent's Conference**  
**Room**

**Open Session**  
**7:00 P.M.**



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: January 19, 2016

TOPIC: FY2017 Budget

At our meeting on Thursday evening, we will hold the public hearing and continue our discussion of the Superintendent's Recommended FY17 budget.

If you have any questions, please contact me.

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: January 19, 2016

TOPIC: Approval of Field Trip

At our meeting on Thursday night I will ask the School Committee to approve an out-of-state field trip for the RMHS Interact Club to Philadelphia. This will be a team building trip for the Interact Club as they will be serving meals at soup kitchens as part of the community service component.

If you have any questions, please contact me.

**Reading Public Schools  
Field Trip Plan**

This information should  
be kept on file for a  
minimum of 3 years.

1. **Trip Coordinator:** John Doherty **School:** RMHS **Grade(s) Attending:** 9-12
2. **Destination:** Philadelphia, Pennsylvania
3. **Type of Trip:** Day\_\_\_\_\_ **Extended** **Overnight** X **Out of State**\_\_\_\_\_ **International**\_\_\_\_\_
4. **Purpose of Trip:** The Interact Club is sponsored by Rotary International and is focused on providing community service and citizenship to our local, regional, national, and international community. This trip will be a team building experience for Interact Club members and we will be visiting Philadelphia and serving at soup kitchens as part of our community service component.
5. **Date(s) of Trip:** April 21-23, 2016 **Time of Departure:** 5:00 a.m. (Thursday) **Time of Return:** 9:00 p.m. (Saturday)
6. **Cost of Trip:** \$250 **Will there be fundraising?** Yes. **The Interact Club held a Pancake breakfast on Thanksgiving morning with the proceeds going towards this trip.**
7. **No. of Students Attending:** 40 **No. of Teachers:** 1 **No. of other adults:** 4
8. **Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks:** Yes
9. **Transportation Required (Circle):**  Bus  Train  Boat  Plane  Private Car  Other
10. **Name of Company Providing Transportation:** North Suburban Transportation, Amtrak and Southeast Metro Transportation Authority (SEPTA)
11. **If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense?** N/A
12. **Departure Information (location and carrier):** North Suburban Transportation from Reading Memorial High School to South Station.
13. **Return Trip Information (location and carrier):** North Suburban Transportation from South Station to Reading Memorial High School
14. **Food and Lodging (if applicable) will be provided by:** students will purchase at restaurants. **Lodging will be at** Downtown Marriott.
15. **Address and Phone No. of Lodging (if applicable):** Philadelphia Downtown Marriott, 1201 Market St, Philadelphia, PA 19107, (215) 625-2900
16. **Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?** Yes. **If yes, attach a copy of the policy.**
17. **If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.** Yes\_\_\_\_\_ **No**\_\_\_\_\_ **N/A** X

18. Please describe below the educational alternative for those students who will not be attending the trip. The trip is during vacation week, so there are not any alternatives needed.

19. Please describe the process that will be used to determine student eligibility for the trip. Students need to be members of the Interact Club to participate on the trip.

20. Please attach the following to this document:

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all teachers whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. To access the form, go to <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/> and complete Form 11d, *Disclosure of Travel Expenses for Non-Elected/Appointed Employee required by 930 CMR 5.08(2)(d)1*.
- c. A copy of any contract associated with the field trip.
- d. A list of all adults who will be chaperoning the field trip.

**The Following Section is for Out of Country Field Trips Only**

A. Are there any current travel warnings or advisories issued by the State Department? Please go to [www.cdc.gov](http://www.cdc.gov) or [www.travel.state.gov](http://www.travel.state.gov). Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

B. Have you purchased medical insurance for each day of an out of country field trip? Yes \_\_\_ No \_\_\_  
(attach a copy of the policy)

C. Is medical preclearance required? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Copies of all students' passports shall be maintained by the Trip Coordinator.

F. At least one staff member accompanying the students must have a phone number with international service.

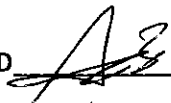
Name of Staff Member \_\_\_\_\_

Telephone Number \_\_\_\_\_

**To be completed by Reading Public School Administration**

I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

21. APPROVED

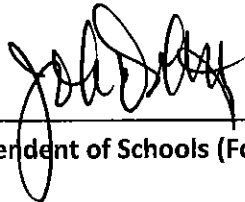


Principal (For All Field Trips)

DATE

1/19/16

22. APPROVED



DATE

1/20/2016

Superintendent of Schools (For All Extended, Overnight, Out of State, and International Field Trips)

School Committee Approval Date (For Overnight, Out of State, and International Field Trips) \_\_\_\_\_

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: January 19, 2016

TOPIC: Approval of Field Trip

At our meeting on Thursday night I will ask the School Committee to approve the annual Coolidge Middle School trip to Nature's Classroom during April vacation. I have met with Principal Sarah Marchant and the chaperones to discuss this annual trip.

If you have any questions, please contact me.



*Proud to be a NELMS Spotlight School and  
a national Blue Ribbon Lighthouse School*

**Coolidge Middle School**

# Memo

**To:** John Doherty, Superintendent  
Craig Martin, Assistant Superintendent

**From:** Sarah Marchant, Coolidge Principal

**Date:** January 13, 2016

**Re:** 7<sup>th</sup> Grade Field Trip Request: Prindle Pond

---

Dear Dr. Doherty, Mr. Martin, and the Members of the School Committee,

Enclosed please find documentation in regards to the Coolidge Middle School 7<sup>th</sup> grade field trip to Prindle Pond, which would occur during the April vacation (April 18-22). We would like to ask your approval of this trip, which we believe will be an enriching and fun experience for all students who choose to attend.

During the proposed trip, 7<sup>th</sup> graders would travel by bus to the Prindle Pond Conference Center in Charlton, MA. They would be chaperoned for the entire experience by science teacher Jerald Coyne, shared chaperoning by Mrs. Jennalee Coyne and Ms. Anna Wentlent, as well as additional parents (TBD).

Coolidge has led this field trip to this location and during this time frame for over twenty years. Students who enroll in the program participate in days that are structured and led by the staff at the site (young, engaging counseling staff who are passionate about the activities). Activities focus on team building, hands-on science-based activities, and interdisciplinary projects, along with social opportunities and common dining experiences in the cafeteria. Students reside in modern dormitories, with four students to a room with a shared bathroom. Chaperones reside in rooms connected to those student rooms so as to keep a close ear and eye on the students as student safety is of paramount importance.

We are extremely excited to be able to offer this opportunity to our 7<sup>th</sup> grade students, and hope you will consider granting this opportunity. If you have any questions or concerns, please don't hesitate to ask.

Sincerely,

Sarah Marchant, Principal

Reading Public Schools  
Field Trip Plan

This information should  
be kept on file for a  
minimum of 3 years.

1. Trip Coordinator \_\_\_Jerald Coyne, \_\_\_Jennalee Coyne\_\_\_\_\_ School \_\_\_Coolidge\_\_\_\_\_ Grade(s) Attending \_\_\_7\_\_\_
2. Destination \_\_\_Nature's Classroom, Charlton, MA\_\_\_\_\_
3. Type of Trip: Day\_\_\_ Extended \_\_\_x\_\_\_ Overnight \_\_\_x\_\_\_ Out of State\_\_\_ International\_\_\_\_\_
4. Purpose of Trip \_\_\_To give students an experiential learning experience both academic and social/emotional
5. Date(s) of Trip \_\_\_April 18-22\_\_\_\_\_ Time of Departure \_\_\_Monday, 7:30AM\_\_\_\_\_ Time of Return \_\_\_Friday, 1:30PM
6. Cost of Trip \_\_\_\_\_ Will there be fundraising? \_\_\_No\_\_\_\_\_ If yes, please attach plan.
7. No. of Students Attending \_\_\_between 70-100\_\_\_\_\_ No. of Teachers \_\_\_2/night\_\_\_\_\_ No. of other adults \_\_\_as needed based on a 1:10 ratio in the dorms.\_\_\_\_\_
8. Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks \_\_\_Teachers, yes. Parents, to be determined
9. Transportation Required (Circle):  Bus      Train      Boat      Plane      Private Car      Other
10. Name of Company Providing Transportation \_\_\_North Suburban Transportation\_\_\_\_\_
11. If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense? \_\_\_\_\_ bus drivers will not be staying overnight.  
\_\_\_\_\_
12. Departure Information (location and carrier) \_\_\_Departing from Coolidge Middle School via North Suburban Transportation busses \_\_\_\_\_
13. Return Trip Information (location and carrier) \_\_\_Returning from Nature's Classroom via North Suburban Transportation busses \_\_\_\_\_
14. Food and Lodging (if applicable) will be provided by \_\_\_Nature's Classroom at Prindle Pond Conference Center
15. Address and Phone No. of Lodging (if applicable) \_\_\_Nature's Classroom, 19 Harrington Rd., Charlton, MA 01507 phone: 508-248-2741
16. Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)? \_\_\_\_\_ If yes, attach a copy of the policy.
17. If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ x \_\_\_\_\_
18. Please describe below the educational alternative for those students who will not be attending the trip.

The trip is an optional trip for all 7<sup>th</sup> graders that takes place during April vacation. Therefore, there is no educational alternative for those not attending

**19. If there are students with disabilities or individual needs attending the trip, what accommodations/transportation have been put in place to assure that the student(s) has equal access to the experience?**

We will be scheduling meetings with parents and special educators of those special needs students attending to determine accommodations and address student needs while on the trip. These meetings will be documented and the information will be shared with the Nature's Classroom teachers and program coordinator on an as needed bases.

**20. Please describe the process that will be used to determine student eligibility for the trip.**  
All grade 7 seven students at Coolidge are eligible for the trip.

**21. Please attach the following to this document:**

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all teachers whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. To access the form, go to <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/> and complete Form 11d, *Disclosure of Travel Expenses for Non-Elected/Appointed Employee required by 930 CMR 5.08(2)(d)1*.
- c. A copy of any contract associated with the field trip.
- d. A list of all adults who will be chaperoning the field trip.

**The Following Section is for Out of Country Field Trips Only**

A. Are there any current travel warnings or advisories issued by the State Department? Please go to [www.cdc.gov](http://www.cdc.gov) or [www.travel.state.gov](http://www.travel.state.gov) . Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

---

B. Have you purchased medical insurance for each day of an out of country field trip? Yes \_\_\_ No \_\_\_  
(attach a copy of the policy)

C. Is medical preclearance required? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Copies of all students' passports shall be maintained by the Trip Coordinator.

F. At least one staff member accompanying the students must have a phone number with international service.

Name of Staff Member \_\_\_\_\_

Telephone Number \_\_\_\_\_

---

**To be completed by Reading Public School Administration**

**I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.**

22. APPROVED Sarah Marchant DATE 1/12/16  
Principal (For All Field Trips)

23. APPROVED [Signature] DATE 1/20/16  
Superintendent of Schools (For All Extended, Overnight, Out of State, and International Field Trips)

School Committee Approval Date (For Overnight, Out of State, and International Field Trips) \_\_\_\_\_

**Monday**

11:00 Arrival and Settling In  
 12:00 Lunch  
 1:00 Orientation  
 2:00 Special Interests  
 4:00 Special Interests  
 6:00 Dinner and Free Time  
 7:30 Folk Dance  
 9:00 Snacks  
 9:15 Quiet Sing

**Tuesday**

7:15 Rise and Shine  
 8:00 Breakfast and Clean-up  
 9:30 Field Experiences  
 12:00 Lunch  
 1:00 Free Time  
 2:00 Special Interests  
 4:00 Special Interests  
 6:00 Dinner and Free Time  
 7:30 Night Walk  
 9:00 Snacks  
 9:15 Quiet Sing

**Wednesday**

7:15 Good Morning  
 8:00 Breakfast and Clean-up  
 9:30 Mountain/Beach all day  
 (or same as Tuesday)  
 6:00 Dinner and Free Time  
 7:30 Underground Railroad  
 9:00 Snacks  
 9:15 Quiet Sing

**Thursday**

7:15 Rise and Shine  
 8:00 Breakfast and Clean-up  
 9:30 Field Experiences  
 12:00 Lunch  
 1:00 Free Time  
 2:00 Special Interests  
 4:00 Special Interests  
 6:00 Dinner and Free Time  
 7:30 Thursday Night Live  
 9:00 Snacks  
 9:15 Quiet Sing

**Friday**

7:15 Rise and Shine  
 8:00 Breakfast and Final Clean-up  
 9:30 Scavenger Hunt /Field Experiences/Evaluations  
 12:00 Lunch  
 1:00 Departure

Nature's Classroom, Inc.  
A Nonprofit Corporation  
Dr. John G. Santos, Director

19 Harrington Road  
Charlton, MA 01507  
(508) 248-2741

### CONTRACT

#### PARTIES INVOLVED:

This is an agreement between Nature's Classroom, Inc. and Coolidge Middle School  
Reading MA (called "the School").

#### DATE:

The School will attend the Nature's Classroom program starting April 18 and ending April 27, 2016.

#### SITE:

Nature's Classroom agrees to lease its site in Charlton MA Hill Top.

#### SERVICES:

 Nature's Classroom agrees to provide the following services:

- housing for students and staff,
- complete food service with meals from lunch on the starting date through lunch on the termination date,
- program staff on a 1:12 student ratio for the execution of the educational program,
- the reasonable use of recreational facilities only when supervised by school personnel,
- the use of all utilities (with the exception of the telephone),
- a medical person on call,
- accident/illness insurance on the **individual** student and general liability coverage.

#### FEES:

##### EXCLUSIVE USE:

The School agrees to pay a fee per student dependent upon the total number of children attending the program and based on the following price scale: \$<sup>100+</sup>384.00, \$<sup>81-99</sup>399.00, \$<sup><81</sup>434.00. Other activities not involving the assigned Nature's Classroom staff may be going on during the same period using separate facilities.

##### SHARED FACILITIES:

If your group is willing to share facilities and staff with another group, the price per student is \_\_\_\_\_.

##### ADULTS:

The School is allowed one free adult supervisor for every living space occupied. In addition, living spaces housing 20 or more children are allowed 2 free adults. For one additional adult per living space the School agrees to pay a fee of \$100.00. For any additional adults beyond the above ratio the School agrees to pay a fee equal to 70% (percent) of the student cost.

##### OTHER FEES:

In addition, the School agrees to pay the following fees as described below:  
\_\_\_\_\_

##### DAMAGE:

The School agrees to reimburse the site for damages caused by **vandalism** or improper use of facilities.

(OVER)

**RESTRICTIONS:**

The School agrees to the following restrictions on use:

- a) at least one (1) adult supervisor will remain on site at all times,
- b) there will be no swimming, boating or high ropes course usage,
- c) none of the adult supervisors will store or consume alcoholic beverages on camp grounds,
- d) adult supervisors will smoke only in designated areas,
- e) no fires will be allowed except in designated areas and under proper adult supervision.

**SUPERVISION:**

The School agrees to be responsible for supervision during those times when Nature's Classroom staff are not directing activities and during daily and final clean-up times.

**MEDICAL SERVICES – PLEASE CHECK ONE OF THE FOLLOWING:**

You will note that your contract guarantees you "a medical person on call." This medical person is on call to deal with medical emergencies. Often times this medical person is also one of our teaching staff and is only available for emergencies. It is Nature's Classroom's belief that the medical coverage in this contract is providing students with excellent care. Parents give permission to our staff to administer medical care, over-the-counter medications and medications prescribed by their family physicians. Medications sent by parents will be made available to their children at the correct times and recorded in our log books. Nature's Classroom also works under standing orders from our cooperating physicians. There are emergency medical centers and services near the facilities. All adults on site (Nature's Classroom staff and school chaperones) will be available to provide medical assistance to the students. If your group requires additional services, we may be able to provide them at an additional fee.

The medical services provided with our contract are sufficient; we do not request additional services.

We need to request additional medical services. You must return the enclosed request form.

Nature's Classroom by: Kathleen M Sherman Date: Oct 9, 2015

The School by: Sarah Marchant Date: 12/16/15

A \$110.00 per student non-refundable deposit is required by: Nov 16, 2015

We estimate that 40 boys and 35 girls will attend Nature's Classroom.

We plan to bring 1 male and 1 female chaperones. Grade is 7

**ADDENDUM** (to be filled out only by Nature's Classroom)

Nature's Classroom by: \_\_\_\_\_ Date: \_\_\_\_\_

The School by: \_\_\_\_\_ Date: \_\_\_\_\_



## Town of Reading Meeting Minutes

**DRAFT**

### Board - Committee - Commission - Council:

School Committee

Date: 2016-01-07

Time: 7:00 PM

Building: School - Memorial High

Location: Superintendent Conference Room

Address: 82 Oakland Road

Purpose: General Meeting

Session: Open Session

Attendees: **Members - Present:**

Jeanne Borawski, Linda Snow Dockser, Elaine Webb, Chuck Robinson & Julie Joyce

**Members - Not Present:**

Members Gary Nihan, Student Representatives Carl Gillies and Alex Nazzaro

**Others Present:**

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

**Minutes Respectfully Submitted By:** Linda Engelson on behalf of the Chair

---

### Topics of Discussion:

#### I. Call to Order

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

The Chair called for a moment of silence in honor of Joshua Eaton teacher Jody Carregal who passed away earlier in the week.

Superintendent Doherty spoke briefly about Mrs. Carregal. He said she was an extraordinary teacher and amazing person who held many leadership positions in her 11 years in Reading. She will be sorely missed. He shared that the Joshua Eaton staff is working together to support each other during this difficult time.

#### II. Recommended Procedure

##### A. Public Input

There was none.

##### B. Consent Agenda

Mr. Robinson reviewed the consent agenda and asked if any members would like any items removed from the consent agenda.

**Mrs. Borawski moved, seconded by Mrs. Webb, to approve the consent agenda as presented. The motion carried 5-0.**



C. Reports

Chair Robinson reported that Dr. Nihan was recuperating from recent surgery at home.

Liaisons

Dr. Snow Dockser mentioned that the HRAC was meeting tonight and reminded everyone of the Martin Luther King celebration on January 18<sup>th</sup> from 9:30 – 11:30 a.m.

Mrs. Webb shared excerpts from a recent Boston Globe article that featured the work the Reading Public Schools have done addressing the social-emotional needs of our students.

Director of Student Services

Mrs. Wilson reported that the SEPAC will be meeting on January 12<sup>th</sup> and 28<sup>th</sup> at 7 p.m. in the Superintendent's Conference Room. She also reported that the POST Program will be in their new space in Wakefield beginning on Monday.

Superintendent's Report

Superintendent Doherty reported that the Committee would begin its budget discussions on Monday night. He will also be presenting the budget on Tuesday and Wednesday evenings for the public. There is babysitting services available. The meetings will be at Coolidge and Parker respectively.

The Board of Selectmen will also begin their budget discussions over the next two Tuesdays.

D. New Business

Parker Principal Search Timeline

Superintendent reviewed the Parker Principal Search Timeline.

**Mrs. Borawski moved, seconded by Mrs. Joyce, to approve the Parker Principal Search process and timeline as presented.**

The committee asked clarifying questions.

**The motion carried 5-0.**

Appointments to Collaboratives

NEC Appointment

**Mrs. Borawski moved, seconded by Mrs. Joyce, to appoint Superintendent John F. Doherty as the Reading Public Schools' representative to the Board**

**of Directors of the Northshore Education Consortium for the 2015-2016 school year. The motion carried 5-0.**

SEEM Appointment

**Mrs. Borawski moved, seconded by Mrs. Joyce, to appoint Superintendent John F. Doherty as the Reading Public Schools' representative to the Board of Directors of the SEEM Collaborative for the 2015-2016 school year. The motion carried 5-0.**

E. Continued Business

FY2016 Budget Transfers

Ms. Sybert reviewed the transfer requests.

**Mrs. Borawski moved, seconded by Mrs. Webb, to authorize the transfer of \$45,000 from the Regular Education Cost Center to the Technology Cost Center and the transfer of \$20,000 from the Regular Education Cost Center to the Administration Cost Center. The motion carried 5-0.**

Superintendent's Goals Update

Superintendent Doherty reviewed the DESE Planning Process which is used to develop the district action plan and school improvement plans. This planning process centers on the creation of a multi-year District Plan that is grounded in analysis of a wide array of district data; sets specific, measurable outcomes and identifies the objectives and initiatives to accomplish them; and serves as a foundation and guide for all other district systems. He went on to review the District Action Plan and Initiatives which drives all the vision of the district. This action plan will be reviewed by the District Leadership team in mid-January.

The Superintendent pointed out that this document drives the budget development process and as the discussions begin this will become evident. The principals also use this document as a guide in the development of their School Improvement Plans.

Second Reading of Revised Policy BEDH – Public Participation at School Committee Meetings

Mrs. Borawski began the reading of the policy.

**Dr. Snow Dockser moved, seconded by Mrs. Joyce to dispense with the reading. The motion carried 5-0.**

Mr. Robinson addressed concerns from the community regarding this policy. He pointed out that the School Committee has always had this policy and it is not the intent of the committee to stop members of the community from voicing concerns and opinions. He will continue to be flexible in allowing adequate time for members of the community to address the board.

The committee supported Mr. Robinson’s statement and welcome community involvement. The community is welcome to email the School Committee with their concerns or suggestions. Dr. Snow Dockser pointed out that although all members receive emails from the community, the Chair will be the member that responds to the email correspondence.

III. Routine Matters

a. Bills and Payroll (A)

The following warrants were circulated and signed.

Warrant S1624	12.10.15	\$559,071.98
Warrant S1625	12.17.15	\$146,123.98
Warrant S1626	12.24.15	\$106,135.86
Warrant S1627	12.31.15	\$127,671.62
Warrant S1628	1.7.16	\$293,901.33
Warrant P1612	12.4.15	\$1,521,999.56
Warrant P1613	12.18.15	\$1,521,538.65
Warrant P1614	12.31.15	\$1,514,828.15

b. Calendar

IV. Information

V. Future Business

VI. Adjournment

**Mrs. Borawski moved, seconded by Mrs. Joyce to adjourn. The motion carried 5-0.**

The meeting adjourned at 7:52 p.m.

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



## Town of Reading Meeting Minutes

**DRAFT**

### Board - Committee - Commission - Council:

School Committee

Date: 2016-01-11

Time: 7:00 PM

Building: School - Memorial High

Location: Superintendent Conference Room

Address: 82 Oakland Road

Purpose: General Meeting

Session: Open Session

Attendees: **Members - Present:**

Jeanne Borawski, Linda Snow Dockser, Elaine Webb, Chuck Robinson & Julie Joyce

**Members - Not Present:**

Members Gary Nihan, Student Representative Carl Gillies

**Others Present:**

John Doherty, Superintendent, Craig Martin, Assistant Superintendent, Director of Student Services Carolyn Wilson, Director of Finance Martha Sybert, Catherine Spinelli, Daily Chronicle, Student Representative Alex Nazzaro, RTA President Chris Copeland, Joshua Eaton Principal Eric Sprung, Barrows Principal Heather Leonard, Parker Principal Jayne Viladenis, RMHS Principal Adam Bakr, Town Manager Bob LeLacheur, Fincom Members Mark Dockser, David Neshat, Craig Merry, Anne Johnson Landry, Vanessa Alvarado and Paula Perry, Selectman Barry Berman, Joanne Senders, Reading Advocate

**Minutes Respectfully Submitted By:** Linda Engelson on behalf of the Chair

---

### Topics of Discussion:

#### I. Call to Order

Chair Robinson called the School Committee to order at 7:02 p.m.

#### II. Recommended Procedure

##### A. Public Input

There was none

##### B. Consent Agenda

Mr. Robinson reviewed the consent agenda and asked if any members would like any items removed from the consent agenda.

**Mrs. Borawski moved, seconded by Dr. Snow Dockser, to approve the consent agenda as presented. The motion carried 5-0.**

##### C. Reports

## Student

Ms. Nazzaro reported on the upcoming midterms at RMHS and the Martin Luther King Celebration at which the high school chorus will be performing.

## Liaisons

Dr. Snow Dockser reminded everyone of the Martin Luther King Celebration on January 18<sup>th</sup> from 9:30 – 11:30 a.m. There will be representatives from the GSA and A World of Difference Clubs participating in this year's event.

Fincom Chair Dockser called the Finance Committee to order at 7:13 p.m.

## D. New Business

Finance Committee Chair Mark Dockser called the Finance Committee to order at 7:13 p.m.

## FY2017 Budget Presentation

The Superintendent set the context in the development of this budget. Dr. Doherty pointed out that he would like to use the term “recommended” very loosely. He is not comfortable with the reductions that will have to be made in this budget. He next reviewed the strategic objectives and district goals; all of which were a guide to the development of this budget. He reviewed district enrollment trends which show that our enrollment is holding steady with an occasional bubble. He also reviewed the Special Education enrollment and other high needs subgroups enrollments. Fincom has recommended a budget with an increase of 3.25%. The Superintendent's Recommended Budget being presented was developed with an increase of 3.5%. This budget has a higher percentage increase from the Fincom recommendation due to the first year of the implementation of the new science curriculum.

Superintendent Doherty then provided a financial overview including discussion on revenues, accommodated costs and per pupil spending information. Dr. Doherty briefly reviewed Special Education spending and comparisons to comparable communities. Our Special Education spending is lower than several surrounding communities because we are investing in in-district programs when possible rather than outplacing students. In many cases these programs are in the best interest of the child and have been very successful.

The FY2017 budget drivers include increases in salaries and benefits and special education tuitions and transportation. Dr. Doherty went on to outline the increases and decreases represented in the FY17 Superintendent's Recommended Budget. Dr. Doherty reviewed the budget by cost center and category. Additions to this budget include restoration of the building per pupil amounts to FY15 levels, the addition of a .5 teacher at the elementary level, restoring the paraeducators hours to support the elementary secretaries and the addition of a 1.0 FTE Social Worker for the SSP program at Killam.

He reviewed the budget reductions and said in the development of this budget the administration worked to ensure the reductions had as little impact as possible. There will be reductions in teaching staff, Special Education staff, paraeducator staffing as well as increases in the offsets in all of the revolving accounts. He continued reviewing the items that are not able to be addressed in this budget which include free full day kindergarten, restructuring of the elementary schedule, providing more elective options for our students, restructuring the high school schedule and programming and the continued need for additional space. Superintendent Doherty reviewed the identified needs that would require an additional \$1.9 million dollars.

The Committee members asked clarifying questions.

#### FY17 Administration Cost Center

The Superintendent presented the Administration Cost Center. He outlined the major administration initiatives for this budget which include the leadership for implementation of the MA Curriculum Frameworks, Educator Evaluation, technology initiatives, common assessments, the development and implementation of a long range plan to transition to full day kindergarten and expanding the preschool program, address building issues at the Killam School, develop a system to evaluate resource allocation and to re-allocate resources based on student need, develop a system to measure performance and connect expenditures to performance measures, review and revise personnel procedures and policies and to strengthen the human resource systems to better support staff.

Dr. Doherty went on to review the staffing, cost center by function and object. Budget drivers for this cost center include salaries, an increase in legal services needed for upcoming collective bargaining sessions, decreases in supplies and materials due to a transition to a paperless environment, restoring professional development and increasing in software licensing as we implement position tracking.

#### Regular Day Cost Center

Dr. Doherty reviewed the makeup and functions of this cost center. Dr. Doherty reviewed the drivers to this cost center. As with all cost centers, contractual collective bargaining salary increases make up a major portion of the budget. There will also be increases in revolving account offsets and decreases in staffing. The building per pupil will be restored to the FY15 levels and this will be the first year of three of phasing in of the new science curriculum.

Dr. Doherty reviewed the impact of the proposed regular day reductions. The reductions include the elimination of the Freshman Advisory Program, a reduction in the Latin program and reading services at the middle school. The Health & Wellness Department Chair position and after school library hours are being eliminated. Grade 3 – 5 class sizes in 6 classrooms will be increased due to the elimination of 2.0 FTE elementary positions.

The School Committee asked clarifying questions.

Mrs. Webb requested a breakdown of donations made for athletics and extracurricular.

Dr. Doherty said the Special Education and District Wide Program Cost Centers will be presented on Thursday night.

### III. Routine Matters

#### a. Bills and Payroll (A)

There were none.

#### b. Calendar

### IV. Information

Mrs. Webb attended the Coolidge Middle School Science Team Reunion to Remember and Honor John McCarthy at Coolidge over the weekend. It was a great tribute attended by 150 people.

### V. Future Business

### VI. Adjournment

**The Finance Committee adjourned at 9:02 p.m.**

**Mrs. Borawski moved, seconded by Mrs. Joyce to adjourn. The motion carried 5-0.**

The meeting adjourned at 9:03 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

		Calendar Topics		
<b>Jan. 19th</b>	<b>Selectmen's Meeting 7:00 p.m.</b>			Selectmen's Meeting Room
Jan. 20th	FinForum - 7:30 p.m.			Sr. Center
Jan. 21st	School Committee	FY2017 Budget - Public Hearing, Town & School Facilities		
Jan. 25th	School Committee	FY2017 Budget - Vote		
<b>Jan. 28th</b>	<b>School Committee (Tent.)</b>			
Feb. 8th	School Committee	MTSS/Challenge Day	Office Hours	Joyce-Robinson
Feb. 22nd	School Committee	DCAP		
<i>March 1st</i>	<i>Presidential Primary &amp; Local Election</i>			
March 7th	School Committee	Makerspace	Office Hours	Nihan-Webb
March 16th	FY17 Budget Presentation			Town Hall
March 21st	School Committee	Grant Update		
March 23rd	Fincom - 7:30 p.m.			Vote FY17 Budget & TM Articles

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

April 4th	School Committee	Know Atom Science Pilot	Office Hours	Joyce-Borawski
<i>April 25th</i>	<i>Town Meeting</i>			
April 26th	School Committee	Special Education Update		
<i>April 28th</i>	<i>Town Meeting</i>			
<i>May 2nd</i>	<i>Town Meeting</i>			
<i>May 5th</i>	<i>Town Meeting</i>			
May 9th	School Committee	REF Grant Update	Office Hours	School Choice Snow-Dockser-Nihan
May 23rd	School Committee			
<i>June 5th</i>	<i>RMHS Graduation</i>			
<i>June 6th</i>	School Committee	Teacher Recognition	Office Hours	Robinson-Webb
<i>June 20th</i>	<i>School Committee</i>			
<i>1.19.16</i>				

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.)