

School Committee Meeting

June 27, 2019

6:00 P.M.
Open Session

RMHS Schettini Library



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2019-06-27

Time: 6:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda: Revised

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:

6:00 p.m.		Call to Order
6:00 – 6:15 p.m.	C.	Public Comment
6:15 – 6:20 p.m.	D.	Consent Agenda <ul style="list-style-type: none">- Accept a Donation to the Coolidge Middle School Music Department- Accept a Donation from the Wood End PTO- Accept a Donation from the Reading Lacrosse Association- Approval of Minutes (June 20, 2019)
6:20 – 6:35 p.m.	E.	Reports <ol style="list-style-type: none">1. Students2. Director of Student Services3. Assistant Superintendent4. Chief Financial Officer5. Superintendent6. Liaison/Sub-Committee
6:35 – 7:35 p.m.	F.	Old Business <ol style="list-style-type: none">1. Capital Update; Turf 2, Elementary Space Planning, Security
	G.	New Business

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

	H.	Information/Correspondence 1.
	I.	Routine Matters 1. Bills & Payroll Warrants 2. Calendar -
	J.	Future Business
7:40 p.m.	K.	Adjourn

**Times are approximate

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

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



Christine M. Kelley
Assistant Superintendent

Sharon Stewart
Interim Director of Student Services

Gail Dowd, CPA
Chief Financial Officer

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, 2019

TOPIC: Donation to the Coolidge Middle School

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$300 from the Abruzzese family to be used to support the Coolidge music program.

If you have any questions, please contact me.

Memo

Coolidge Middle School

To: Reading School Committee

From: Sarah Marchant

Date: 6/24/19

Re: **Music donation**



Dear Members of the School Committee,

We are pleased to request the acceptance of a donation of \$300 to the music department at Coolidge Middle School. This donation has been given by the Abruzzese family as a token of appreciation for the positive band and music experience that their child received while at the middle school.

We ask that you accept this donation, which we will use towards future band and music needs.

Thank you,
Sarah Marchant, Principal
Cheryl Webster, Band Director

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

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



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TO: Reading School Committee

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

DATE: June 25, 2019

TOPIC: Donation from the Wood End PTO

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$7,869 from the Wood End PTO to be used toward the purchase of gym equipment, music supplies, agenda books for grades 4 & 5 and student laptops.

If you have any questions, please contact me.



John F. Doherty, Ed.D
Superintendent

WOOD END ELEMENTARY SCHOOL
85 Sunset Rock Lane, Reading, MA 01867
Tel: 781-942-5420 Fax: 781-942-5428

Joanne E. King, Ed.D
Principal

MEMO

To: Gail Dowd, Chief Financial Officer

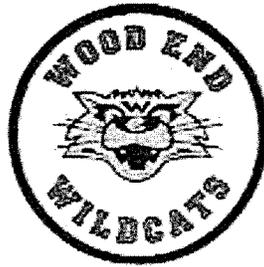
From: Joanne King, Principal

Date: June 24, 2019

RE: Wood End PTO Donation

The Wood End Elementary School received a check in the amount of \$7,869.00 from the Wood End PTO. We ask that the School Committee accept this donation which we will use towards the purchase of gym equipment and music supplies (\$779.00), agenda books for grades 4 & 5 (\$290.00) and twelve (12) student laptops (\$6,800.00). We are very appreciative for our PTO's generosity.

Thank you.



Wood End Elementary School Parent Teacher Organization, Inc.
85 Sunset Rock Lane
Reading, MA 01867

June 24, 2019

Dr. Joanne King, Principal
Wood End Elementary School
85 Sunset Rock Lane
Reading, MA 01867

Re: PTO Donation

Dear Dr. King,

Please accept this donation of \$7,869.00 from the Wood End PTO to purchase (1) gym equipment and music supplies (\$779), (2) agenda books for the 4th and 5th grades (\$290), and (3) twelve student laptops (\$6,800). We're looking forward to the year ahead!

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa M. Moran". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Melissa M. Moran
Co-President

Cc: Mrs. Lisa Finigan

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

82 Oakland Road
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TO: Reading School Committee

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

DATE: June 27, 2019

TOPIC: Accept a Donation from the Reading Lacrosse Association

At our meeting on Thursday night I will ask the School Committee to accept a donation in the amount of \$10,000 to be used to support the RMHS lacrosse team coaching assistants for the 2019 spring season.

If you have any questions, please contact me.

READING LACROSSE

C/O Judith Osborn
352 Park Street Suite 201
North Reading, MA 01864

June 6, 2019

Thomas Zaya
Assistant Principal, Athletics & Student Activities
Reading Memorial High School
62 Oakland Road
Reading, MA 01867

RE: Reading Lacrosse Association donation for RMHS Assistant Lacrosse Coaches

DEAR MR. ZAYA,

Reading Lacrosse association is pleased to donate \$10,000 for assistant coaches for Reading Memorial High School's boys and girls lacrosse teams for the 2019 season.

Subject to your guidance and direction, we wish for the donation to be allocated and paid as follows:

• Assistant Boys Varsity Coach/Defense – Kevin Gallagher:	\$2,093
• Assistant Boys Varsity Coach /Offense – Fred Federico:	\$2,907
• Assistant Girls Coach – Jacqueline Eighmey:	\$1,000
• Assistant Girls Coach – Steve Collins:	\$1,500
• <u>Assistant Girls Coach – Samantha Pindara:</u>	<u>\$2,500</u>
Total:	\$10,000

Kindly advise if this is acceptable, and if we will forward the check to your attention, payable to Town of Reading.

If you have any questions or require anything additional, please do not hesitate to contact me at cwebberly@structureconsulting.net or Judith Osborn 978-357-8466

Very Truly Yours,

Reading Lacrosse Association
Chuck Webberly, President



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

School Committee

Date: 2019-06-20

Time: 6:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

Attendees: **Members - Present:**

Chuck Robinson, Linda Snow Dockser, Elaine Webb, Jeanne Borawski, and John Parks

Members - Not Present:

Tom Wise

Others Present:

Superintendent John Doherty, Chief Financial Officer Gail Dowd, Assistant Superintendent Christine Kelley, Al Sylvia, Daily Times Reporter

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

Topics of Discussion:

I. Call to Order

Chair Webb called the meeting to order at 6:00 p.m.

A. Public Input

Mrs. Webb called for public comment. There was none.

B. Consent Agenda

Mrs. Webb asked if the committee wanted any items removed from the consent agenda. There were no items removed.

Accept a Donation from the Pegasus Springs Foundation
Accept a Donation from the RMHS Band Parents Organization
Approval of Minutes (August 22, 2018 & May 30, 2019)

Dr. Snow Dockser moved, seconded by Mr. Parks, to approve the consent agenda. The motion carried 5-0.

C. Reports

Assistant Superintendent

Assistant Superintendent Kelley reported on the Summer Reading Institute. We offered 3 courses and over 80 teachers participated.

Mrs. Kelley said the high school curriculum guides are just about finished for the core subjects and will be posted on the website in the next few weeks.

Superintendent

Dr. Doherty thanked the principals, teachers, and staff for a great finish to the school year.

Liaisons

Mrs. Borawski thanked all that helped make the Reading 375 celebration a great success.

She also reported on the last SEPAC meeting of the year.

Dr. Snow Dockser said the Friends & Family Day was successful and a fun day.

Mrs. Webb reported on the HRAC meeting where the next steps were discussed. The Committee is working with the Clergy Association on organizing a family picnic. The Ad-Hoc Committee has met 3 times to discuss the role and direction for the HRAC.

She reported on the recent meeting of the Audit Committee where the Town Audit was reviewed.

The Chair shared that the 2019 – 20 School Committee meeting date calendar is being developed.

D. Old Business

FY20 Capital Update and Final Approval

Mrs. Dowd reviewed the Capital Plan and said she will continue to provide updates throughout the year.

Dr. Dockser moved, seconded by Mrs. Borawski, to approve the final FY20 Capital Plan as it relates to the School Department. The motion carried 5-0.

FY20 Budget Update and Approval

Mrs. Dowd reviewed the FY20 budget as approved by Town Meeting.

Dr. Dockser moved, seconded by Mr. Robinson, to approve the final FY20 budget of \$46,767,348 as appropriated by Town Meeting, as well as approval of the individual cost center budgets. The motion carried 5-0.

FY19 Budget Update and Approval

Mrs. Dowd reviewed the FY19 budget status. She is asking for two budget transfers to be used to support prepayment of out of district tuitions and transportation.

Dr. Dockser moved, seconded by Mrs. Borawski, to authorize the transfer of up to \$20,000 to the Special Education Cost Center from the Administration Cost Center, utilizing savings and expense savings to be utilized to prepay Special Education Tuition. The motion carried 5-0.

Dr. Dockser moved, seconded by Mrs. Borawski, to authorize the transfer of up to \$150,000 to the Special Education Cost center from the Regular Day Cost Center, utilizing savings and expense savings to be utilized to prepay Special Education Tuition. The motion carried 5-0.

Second Reading and Acceptance of Revised Policy BEDG - Minutes

Dr. Doherty said that the policy has been updated to include the guidance from the committee and discussions with the Town Clerk.

Mr. Robinson asked that the word accurate be removed from #1 & #4.

Mrs. Borawski moved, seconded by Mr. Parks, to remove the word accurate from #1 and #4 and replace with “a summary”. The motion carried 5-0.

Dr. Dockser moved, seconded by Mrs. Borawski, to accept the second reading of revised Policy BEDG – Minutes as amended. The motion carried 5-0.

Second Reading and Acceptance of Revised Policy BEDH – Public Comment at School Committee Meetings

Dr. Doherty shared that legal counsel has reviewed the revised policy and has provided a legal opinion. Legal Counsel Brunt has recommended that Policies KE, KE-E, KEB & KEB-R be reviewed and updated.

Mrs. Borawski moved, seconded by Mr. Robinson, to add the following verbiage to the last paragraph, last sentence after raising their hand “, identifying him or herself by name and address, and specific interest for wishing to speak..” The motion carried 5-0.

Dr. Dockser moved, seconded by Mrs. Borawski, to accept the second reading of revised Policy BEDH – Public Comment at School Committee Meetings as amended. The motion carried 5-0.

E. New Business

Disposal of Surplus Property

Mrs. Dowd reviewed the memorandum listing the surplus property.

Dr. Dockser moved, seconded by Mr. Parks, to declare the items listed in the Chief Financial Officer's memorandum dated June 17, 2019 as surplus property. The motion carried 5-0.

II. Routine Matters

a. Bills and Payroll (A)

Warrant S1949	6.06.19	\$121,387.20
Warrant S1950	6.13.19	\$525,360.75
Warrant S1951	6.20.19	\$395,648.39
Warrant P1923	5.17.19	\$1,653,578.88
Warrant P1924	5.31.19	\$1,744,107.80
Warrant P1925	6.14.19	\$1,642,062.52

b. Calendar

III. Information/Correspondence

Mrs. Webb shared that the graduation ceremony was wonderful.

IV. Future Business

V. Adjournment

Adjourn

Dr. Dockser moved, seconded by Mrs. Borawski, to enter executive session for the approval of minutes and not to return to open session. The roll call vote carried 5-0. Mr. Robinson, Mrs. Borawski, Mr. Parks, Dr. Dockser and Mrs. Webb.

The meeting adjourned at 7:17 p.m.

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

Link to meeting video:

<https://www.youtube.com/watch?v=kWL5lqh8RGs&list=PLkibnMpzKYxt6AcM02oLuPVC9Hw20TARx&index=2&t=0s>

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Superintendent of Schools

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Reading Public Schools

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

TO: Reading School Committee

FROM: Gail Dowd

CC: John Doherty, Superintendent of Schools
Robert W. LeLacheur, Jr., Town Manager
Joseph Huggins, Director of Facilities

DATE: June 25, 2019

RE: Update on Capital Projects

As discussed during previous School Committee meetings we plan to provide the School Committee updates on a quarterly basis throughout the year as to the status of the various capital projects. We have prepared the following high-level summary of the progress on the three capital projects since the last update provided to the committee on March 28, 2019. We are also providing this high-level summary memo to the Town Manager. The Director of Facilities and the Town Manager will be present at the School Committee Meeting on June 27th to answer questions as they relate to these specific capital initiatives.

Elementary School Space Needs

November 2018 Town Meeting approved the request to redirect \$207,500 set aside from the override for this purpose away from the Permanent Building Committee (at their request) and made available to the schools through the Facilities department. Town Meeting further approved an additional \$20,000, redirected from other school capital projects, at the request of the School Committee. The School Department will continue to provide updates as they become available for this project. Below is an update since the March 28th memo.

- Gienapp Design Architecture was selected as the “House Doctor” in mid-January 2019 and continues to be the main firm executing all phases of the Elementary Master Plan project.
- NESDEC, through the Gienapp contract, was engaged to prepare the enrollment study. The School Department directed NESDEC and Gienapp to prepare a more comprehensive demographic study rather than a simple set of 10-year enrollment projections. The School Department has provided all requested historical enrollment information and has been reviewing the results with NESDEC and Gienapp. It is the expectation of the School Department to have NESDEC come to a School Committee in the fall to present the results of the study as well as to present a formal report.
- NESDEC has been in contact with the Assistant Town Manager to discuss the various economic development and building activities occurring within the Town. In addition, the NESDEC consultants, with the assistance of the Assistant Town Manager, have reached out to real estate agents in the Town to discuss recent trends in

housing sales. The results of these meetings and discussions will be incorporated into the overall enrollment study/report.

- In March, Gienapp Design along with Facilities, conducted tours of all five elementary schools to gather information that will be utilized in the enrollment study and in the overall master plan study. On May 28th, Gienapp Design, along with Facilities met with each building principal and the Interim Student Services Director to obtain their input on space utilization and constraints. These meetings encompassed enrollment as well as programmatic discussions.
- An update was provided to the Community during the April 2019 Town Meeting and it is currently anticipated that an additional update will be provided during the November 2019 Town Meeting.
- We are projected to come in at the approved level of funding for this project

At Thursday evening's School Committee meeting, Dale Gienapp from Gienapp Architects will be presenting a high-level summary of the results to date. We have invited other elected and appointed boards to attend this update.

Future updates will be scheduled in the fall and we will continue to invite other elected and appointed boards to attend meetings once dates and updates are available.

Turf II

November 2018 Town Meeting approved FINCOM's request to fund \$200,000 to fund design services for Turf 2. As previously discussed we continue to articulate to those impacted that Turf 2 will need to be scheduled as 'down time' for the fall 2019, due to the need for advance field planning coupled with the uncertainty of completion of construction projects. The Athletics Director continues to work with the Recreation Department to ensure all scheduling activities and considerations are being addressed. The School Department will continue provide updates as they become available.

- As a reminder, thoughts to expand the length of Turf II were deemed unnecessary through consultation with Athletics, Recreation and a review with outside legal counsel. Based upon these discussions the School Committee directed School Department not to proceed with obtaining pricing to expand Turf II.
- Town Meeting, during the April 2019 Annual Town Meeting, approved the debt funding of \$2.25 million to fund the replacement project for Turf II.
- The working group (comprised of the Town Engineer, Director of DPW, Director of Facilities and School CFO), with Activitas narrowed the focus of the project to the following scope - Turf II replacement in-kind with new lights. The working team developed a list of add alternates that were prioritized and brought forth to the larger decision-making group (which included the Superintendent, Town Manager, Athletics and Recreation).
- Meetings were held throughout the planning and design process with Athletics and Recreation to ensure all questions and concerns were addressed timely. A final planning meeting was held on May 23rd with the Town Manager and Superintendent of Schools to present and review the design documents and to make final designs on the various design aspects of the project.
- The project was bid out through the Town's Procurement Office with the assistance of Activitas in early June. A site visit was held on Tuesday June 11th for all interested parties to visit Turf II and to ask any clarifying questions.
- Bid proposals are due back on June 26th and will be reviewed by DPW/Engineering, Facilities, Activitas and School CFO once compiled.
- Once the project is awarded, we anticipate being in construction late summer into early fall.

At Thursday evening's School Committee meeting, Mark Novak from Activitas will be presenting a high-level summary of the Turf II design and will be available to address questions from the Committee.

Building Security Study

This building security capital project remains the highest priority of both the Superintendent and the Town Manager. November 2018 Town Meeting approved a change in the purpose of \$500,000 already approved in FY19 to be shifted to School & Town Building Security design services, instead of starting with a renovation of the Dispatch Center. Subsequently, at the April 2019 Town Meeting, an additional \$4 million in debt was authorized to proceed with executing on the suggestions from the Security Study.

- An Executive Session was held on April 11th which the Select Board, School Committee, Board of Library Trustees and the Finance Committee were all invited to attend. Additional smaller informal meetings were also held in preparation for April 2019 Town Meeting. As in previous Executive Sessions, details will not be shared for security reasons, but a lot of progress on process has been accomplished by town and school staff that will be reviewed.
- The Town Manager, Superintendent of Schools, Deputy Police Chief, Director of Facilities and CFO of Schools presented an overview to Town Meeting members over two nights during the April 2019 Town Meeting. Of concern as an Instructional Motion that would have replaced all involved Town and School staff on this project by unspecified volunteers – the motion did not pass.
- The Town continues to work with STV of Newton, Massachusetts who is serving as the OPM (as a reminder, projects estimated to over \$1.5 million require public agencies to hire an OPM).
- Since Town Meeting approval of the funding, several meetings have been held with the working group (comprised of the Director of Facilities, School Department CFO, OPM, Security Consultant and Designer) to develop a scope of work that will fit within the overall budget of \$4 million.
- The working group has completed walkthroughs of all Town and School buildings to ensure the suggested security measures are fully vetted and challenged through each person's lens.
- Preliminary recommendations along with questions and suggestions were presented to the Town Manager and Superintendent of Schools in June. The purpose of the meeting was to ensure that the working group was on task.
- The next steps in the process are to have a conceptual design completed with a cost estimate. The target is to have this information available for November 2019 Town Meeting, or later.

May 9*	NEASC/Late Start Update Superintendent's Evaluation Process Last Day of School School Choice/Enrollment Update	High School Administration School Committee Administration Administration	Kathleen Boynton Elaine Webb John Doherty John Doherty
May 30 6:00 p.m.	Teacher Recognition Quarterly Personnel Report Quarterly Financial Report 1 st Readings of Policy BEDG, BEDH	Human Resources Human Resources Finance Department Administration	Jen Bove Jen Bove Gail Dowd John Doherty
June 2 (RMHS Field House)	Graduation		
June 20* (6:00 p.m.)	FY 19 and 20 Budget Declare Surplus Equipment 2 nd Readings of Policy BEDG, BEDH	Administration Finance Administration Administration	Gail Dowd Gail Dowd John Doherty
June 27 (6:00 p.m.)	Capital Update	Administration	Dowd/Doherty/Huggins
July 11 (6:00 P.M.)	MASC Training School Committee Protocol Reorganization Approval of RMHS Handbook	School Committee School Committee School Committee Administration	MASC Elaine Webb John Doherty Kathleen Boynton
August 1 (6:00 P.M.)	Superintendent's Evaluation Executive Session	School Committee School Committee	Chair or Designee Chair
August 29	New Teacher Introductions	Administration	John Doherty/Building Principals