

Franklin School Committee
Minutes
January 15, 2013
Municipal Building—Training Room

The meeting was called to order by Mrs. Mullen at 7:00 PM. Mrs. Rohrbach made a motion to go into Executive Session, Mrs. Trahan seconded.

Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes. Motion carries 6-0.

Attendance: Mrs. Douglas, Mr. Donahue, Mrs. Rohrbach, Mrs. Mullen, Mrs. Trahan and Mrs. McIntyre. Mr. Jewell was not in attendance.

Also present were Mrs. Sabolinski, Mrs. Winslow and Mrs. Goodman.

Return to Open Session from Executive Session: 7:40 PM

Attendance: Mrs. Douglas, Mr. Donahue, Mrs. Rohrbach, Mrs. Mullen, Mrs. Trahan and Mrs. McIntyre. Mr. Jewell participated by remote access.

Also present were Mrs. Sabolinski, Mrs. Winslow and Mrs. Goodman.

1. Review of Agenda—No changes
2. Mrs. Trahan made a motion to approve the Minutes from the December 11, 2012 School Committee meeting, Mrs. Rohrbach seconded.
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
3. Payment of Bills: Mrs. McIntyre reviewed the bills in the amount of \$1,427,862.84 and found them to be in order. Mrs. Rohrbach made a motion to approve, Mrs. Trahan seconded.
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
4. Payroll
Mrs. Douglas reviewed the payroll and found it to be in order.
5. Correspondence:

Budget to Actual: Mrs. Goodman noted the budget to actual report is included in the packet. At the next meeting she will look for approval of transfers in the areas of out of district tuitions, athletics, and circuit breaker.

ACCEPT Quarterly Report: Mrs. Sabolinski reminded the Committee that recent state legislation went into effect changing how Collaboratives do business. They now need to provide quarterly reports which need to be reviewed by school committees of member districts and entered into the record. Mrs. Sabolinski indicated that ACCEPT Collaborative's first quarter report is included in the packet for the Committee's review.

6. Discussion Items:

Mrs. Sabolinski reviewed the draft 2013-14 Calendar. She is recommending that school begin before Labor Day next year as the way the holidays fall is unusual. Labor Day is Monday September 2nd and Rosh Hashanna is September 5th; therefore school is only in session two days the first week of school. Also, the Holiday Recess is particularly long this year because Christmas and New Year's each fall on a Wednesday. The proposed calendar would have staff returning on August 26th, and students returning on August 27th. The last day of school would be June 16th, June 23rd with five snow days built in. Graduation would fall on June 6th. Mrs. Sabolinski indicated that she discussed this with teachers at the Superintendent's Roundtable, and that they were in favor of starting school before Labor Day. She noted that the teachers have requested not to have a full professional development day right before school opens as they are more focused on getting into their classrooms.

Mrs. Sabolinski also discussed the 2012-13 school calendar which was recently revised at the December School Committee meeting to include the two additional early release days that were needed for teacher training for the new evaluation instrument that had been negotiated with the FEA. It came to our attention that one of the days added to the elementary calendar, April 12th, would result in elementary schools having three early release days in the same week. This may have been missed because the school calendar is currently on two pages and the early release days are listed on the second page which people tend to miss. Mrs. Sabolinski indicated that she working with her administrative assistant to revise the format of the calendar to be on one page. She will meet with the elementary principals to identify a date in late June to move the early release day and will bring to the Committee at the next meeting.

Mrs. Mullen noted that typically the Committee approves calendars two years out. Mrs. Sabolinski indicated that it would be prudent to hold off on the 2014-15 calendar while we monitor the progress of the high school building project.

7. Action Items:

- a. I recommend acceptance of a check for \$1,800.00 from the Franklin Music Boosters for in-house enrichment at the FHS.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- b. I recommend acceptance of a check for \$50.00 from Lueders Environmental, Inc. for the FPS – designated for Parmenter.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- c. I recommend acceptance of a check for \$372.22 from PBC for the Athletics Dept. at FHS.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- d. I recommend acceptance of a check for \$5,000.00 from the Keller PCC for in-house enrichment at Keller.

- Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- e. I recommend acceptance of a check for \$3,790.00 from Vicario Studios for in-house enrichment at FHS.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- f. I recommend approval of the Boys & Girls Track Team to travel to Providence, RI on January 19, 2013 for the East Coast Invitationals.
Mrs. Rohrbach made a motion to approve, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- g. I recommend approval of the Boys & Girls Track Team to travel to New York, NY on March 8-9, 2013 for the Nike National Championships.
Mrs. Rohrbach made a motion to approve, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- h. I recommend acceptance of a check for \$100.00 from Dennis & Jeannette Drohan for a high school scholarship.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- i. I recommend acceptance of a check for \$25.00 from Paul & Susan Genoa for a high school scholarship.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- j. I recommend acceptance of a check for \$50.00 from Michael F. Dicecco for a high school scholarship.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- k. I recommend acceptance of the donation of a microwave oven, a convection oven and a griddle (approximate value: \$150.00) from the Scipione Family for the ECDC staff.

Mrs. Mullen asked if the school had the power to support this donation. Mr. Jewell asked if the appliances worked. Mrs. Sabolinski indicated that the appliances worked and the school had the power to support the donated items. Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.

- l. I recommend acceptance of a check for \$543.38 from All-American Publishing for the Athletic Dept. at the FHS.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.

Mr. Jewell asked when they vote for athletic trips does the money come from the athletic's budget. Mrs. Sabolinski responded yes.

- m. I recommend acceptance of \$1,495.00 from Various FPS Parents for the Music Dept.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- n. I recommend acceptance of a check for \$1,275.00 from the Franklin Music Boosters for in-house enrichment.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- o. I recommend acceptance of a check for \$150.00 from Various parents for the Music Dept.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- p. I recommend acceptance of a check for \$917.50 from Parmenter PCC for a Parmenter Grade 2 field trip.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- q. I recommend acceptance of the donation of \$282.66 from Doug Lee for the Franklin High School.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.

- r. I recommend acceptance of a check for \$500.00 from the Parmenter PCC for buses for a Grade 1 field trip.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- s. I recommend approval of the request of Peter Light that the Jazz band attend a performance by NY City Jazz Orchestra at the Veteran's Memorial Auditorium in Providence, RI on January 27, 2013 as detailed.
Mrs. Rohrbach made a motion to approve, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- t. I recommend acceptance of a check for \$100.00 from the Parmenter PCC for buses for a Grade 1 field trip.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- u. I recommend acceptance of a check for \$25.00 from Dr. Wilbur J. Landry, Jr. for a FHS Scholarship.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- v. I recommend acceptance of a check for \$100.00 from Dennis & Joan Costello for a FHS Scholarship.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- w. I recommend acceptance of a check for \$100.00 from Paula Vozzella for a FHS Scholarship.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- x. I recommend acceptance of a check for \$220.25 from All-American Publishing for the Athletics Dept. at the FHS.
Mrs. Rohrbach made a motion to accept, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.
- y. I recommend adoption of the 2013-2014 School Calendar as discussed.

This item was tabled until the next meeting.

- z. I recommend approval of the recurring field trip to the Providence Place Mall on April 12, 2013 for RMS 8th grade math students as detailed.
Mrs. Rohrbach made a motion to approve, Mrs. Trahan seconded
Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.

8. School Committee Self-Evaluation:

Mrs. Mullen led the discussion on the School Committee Self-Evaluation. Summary of comments/recommendations appears under each area below.

Governance:

Strengths:

- Review/revisions/clear and up-to date policies
- Strong working relationship with Central Office Administration
- Committee does a good job of staying within the parameters of their roles
- Superintendent has provided good training opportunities for Committee members (e.g. Interest Based Bargaining, Open Meeting Law)

Weaknesses:

- Not good at setting short term goals and evaluating selves on a regular basis
- Need to set goals
- Don't think we share information with each other well
- Should take more advantage of available training opportunities from MASC

Recommendations:

Mrs. Sabolinski had suggestions to provide some in-house training for the School Committee around selected topics such as Public Relations/Communications around Crisis Management and the Superintendent Evaluation Tool.

Operations:

Strengths:

- Roles of committee officers are defined and understood
- Members understand procedures and protocols—district has provided training
- The Chart the Course training was helpful

Weaknesses:

- New Committee members are unclear about what the job entails when they are running for the position
- New Committee members need some training in the jargon and acronyms; also expectations of what events are important to attend

Recommendations:

Mrs. Sabolinski suggested that perhaps a veteran committee member could serve as a mentor for new committee members to acclimate them to their roles/responsibilities.

Mrs. McIntyre will work on a handbook of useful information including a glossary of terms and acronyms.

Member Relations:

Strengths:

- Members work well together—get along
- Members respect the will of the majority and support decisions made
- When presentations are made, committee members use the opportunity to ask questions that highlight school district strengths and to educate the public

Weaknesses:

- Not all members speak up or ask questions during meetings—gives the impression that they are unprepared
- More active, equal participation by all committee members needed

Committee/Superintendent Relations

Strengths:

- Superintendent gives committee members a “heads up” about issues which arise so that there are “no surprises”
- Relationship of mutual respect between committee members and superintendent
- Superintendent and Assistant Superintendent are accessible and approachable—helps to minimize parental concerns from getting to committee members

Weaknesses:

- The Committee could be more timely in provision of feedback/evaluation to the Superintendent
- No set time-table for evaluation of Superintendent

Recommendations:

- Mrs. Sabolinski will arrange training for committee members on the new administrator evaluation instrument which has clearly delineated timelines and process
- Mr. Jewell and Mrs. Rohrbach will work with Mrs. Sabolinski around delineating the timeline and process for evaluation of the Superintendent

Strategic Planning and Fiscal Management:

Overall, Strategic Planning and Fiscal Management was identified as an area of strength for the Committee. Progress on goals of the District Improvement Plan will be reported to the Committee in February.

Presentation of the budget to the community has been strong, but advocating for the school district budget outside of an over-ride year is an area to which could improve. A possible vehicle for this could be the Community Relations Sub-Committee. There was

also discussion about better use of the School Committee website and facebook as a communication tool.

Community Relations:

Strengths:

- Reporting progress and accomplishments
- Improved relations with other branches of municipal government from one year ago
- Encouraging community involvement is strong, but parent participation seems to have declined in the past couple of years

Weaknesses:

- Need to work on a community relations plan for the school system

Conduct of Meetings:

Overall this was identified an area of strength. Some concern was raised that the physical setting where meetings are conducted is not conducive to discussions.

9. Superintendent's report:

Mrs. Sabolinski reported that the Building Committee met on January 14th and the meeting went very well. So far the project is staying on schedule with the timeline. Mrs. Sabolinski provided a copy of the monthly report with the Committee to review.

Mrs. Sabolinski reported that negotiations with the FEA around the teacher evaluation instrument are nearly completed.

Mrs. Sabolinski mentioned to the Committee that notification has gone out to them as elected officials and to all municipal employees to complete the ethics test.

The Core Values meeting was held earlier this week at the high school in preparation for NEASC. Thirteen parents participated and a number of faculty members had volunteered. It was a positive and engaging discussion.

The new legislation around fingerprinting staff was recently passed. How this will be implemented remains to be determined.

A district wide Safety Committee is being established to include police, facilities, school and central office administration to be chaired by Mrs. Winslow. The purpose will be to examine current practices district wide and to take a systemic approach to establishing safety protocols. The police will be good partners in this initiative.

Mrs. Sabolinski indicated that the meeting with the architects for the plans for renovating Davis Thayer School is scheduled for next week. It is unclear where we are going with this project until the scope and cost of the project is identified.

At 9:20 PM a motion to adjourn was made by Mrs. Rohrbach and seconded by Mrs. Trahan. Roll Call vote: Mrs. Douglas-yes; Mr. Donahue-yes; Mrs. McIntyre-yes; Mrs. Rohrbach-yes; Mrs. Mullen-yes; Mrs. Trahan-yes; Mr. Jewell-yes. Motion carries 7-0.

Respectfully Submitted,

Sally Winslow
Pro-Tem

List of documents

Background Checks.pdf
Tuition Request.pdf
SCAgenda 1-15-13.pdf
Budget2Actual.pdf
Quarterly Report 1-2-13.pdf
December 11, 2012 SCMinutes-DRAFT.pdf
Payroll Warrant #1312 summary.pdf
Payroll Warrant #1312.pdf
Payroll Warrant #1313 summary.pdf
Payroll Warrant #1313.pdf
Franklin Public Schools summary & sign off.pdf
SCWarrant010313.pdf
SCWarrant120612.pdf
SCWarrant121312.pdf
SCWarrant122012.pdf
SCWarrant122712.pdf
13-14Calendar-DRAFT.pdf
ActionA.pdf
ActionB.pdf
ActionC.pdf
ActionD.pdf
ActionE.pdf
ActionF.pdf
ActionG.pdf
ActionH.pdf
ActionG.pdf
ActionH.pdf
ActionI.pdf
ActionJ.pdf
ActionK.pdf
ActionL.pdf
ActionM.pdf
ActionN.pdf
ActionO.pdf
ActionP.pdf
ActionQ.pdf
ActionR.pdf
ActionS.pdf
ActionT.pdf
ActionU.pdf
ActionV.pdf
ActionW.pdf
ActionX.pdf
ActionY.pdf
ActionZ.pdf

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1-15-13Memo.pdf
January Newsletter.pdf

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