

SCHOOL COMMITTEE MINUTES

MONDAY, AUGUST 22 2005

Kristen Evans, Chair
James Canavan, Vice Chair
Kevin Richardson, Secretary
Jack Wholey, Member

Paula Delaney, Superintendent of Schools
Gerald Fournier, Assistant Superintendent for Teaching and Learning
William Hurst, Chief Business and Financial Officer
Maureen Robishaw, Secretary to the Superintendent

- Motion:** James Canavan **Second:** Kevin Richardson
Moved to approve the Tuesday, July 19, 2005 School Committee minutes as presented.
Vote: 3-1-0 (Jack Wholey)

Motion: James Canavan

Second: Kevin Richardson

Moved to approve the Monday, June 6, 2005 Executive Session School Committee minutes as presented.

Vote: 4-0-0

Motion: Kevin Richardson

Second: James Canavan

Moved to approve the Monday, June 20, 2005 Executive Session School Committee minutes as presented.

Vote: 4-0-0

Motion James Canavan

Second: Kevin Richardson

Moved to approve the Monday, July 11, 2005 Executive Session School Committee minutes with the following change:

- Change the word Executive Session to Open Session in the second line of the first motion.

Vote: 4-0-0

Motion: James Canavan

Second: Kevin Richardson

Moved to approve the Tuesday, August 9, 2005 School Committee Retreat minutes as submitted.

Vote: 4-0-0

Motion: Kevin Richardson

Second: Kristen Evans

Moved to approve the Thursday, August 11, 2005 Athletic Subcommittee minutes as submitted.

Vote: 2 – 1 (Jack Wholey) –1 (James Canavan)

7.0 Business Items – Superintendent

7.1 Introduction of New Principals

Dr. Delaney introduced and welcomed Jonathan Ford, Hull High School Principal, and Jean Krim, Memorial Middle School Principal. Dr. Delaney presented each principal's credentials.

7.2 Student Accounts

William Hurst, Chief Business and Financial Officer, presented a new student accounting system. School Committee must establish by vote a maximum dollar amount for each student account (see motion below).

The following procedure will be followed when money is collected to be used for student activities:

- Three savings accounts and four checking accounts will be set-up
 - One savings and one checking account at L.M. Jacobs School
 - One savings and one checking account at Memorial Middle School
 - One savings and two checking accounts at Hull High School
 - One account at the high school will be used only for the drama club
- All monies collected must be deposited into designated savings account
- Deposit receipt will be sent to the business office
- Business office notifies Town Treasurer's office of deposit
- Request for funds to be transferred into checking account will be sent to the business office on appropriate forms
- Amount of transfer will be placed on a school warrant for School Committee approval
- CBFO will inform Town Treasurer of amount needed
- Town Treasurer will transfer the money into appropriate checking account
- Principal will generate and sign check

- Principal or designee will reconcile bank statements monthly
- Statements will be reconciled with business office
- Each student account will be allowed a maximum dollar amount as approved by School Committee.

School Committee, Dr. Delaney, James Lampke, Town Counsel, Joseph Doniger, Gregory Cunningham, and Barbara Smith, high school teachers discussed the student account issue.

Motion: James Canavan

Second: Kevin Richardson

Moved to authorize the school principals to receive money in connection with the approved student activities at their schools, to deposit such money with the Town Treasurer, and to establish the Student Activity Agency Account.

Vote: 4-0-0

Motion: James Canavan

Second: Kevin Richardson

Moved to authorize the Town Treasurer to establish for each school a student activity checking account.

Vote: 4-0-0

Motion: James Canavan

Second : Kevin Richardson

Moved to establish the maximum balance of the Student Activity Checking Account for each school as follows:

- L.M. Jacobs School - \$500
- Memorial Middle School - \$1,000
- Hull High School - \$5,000
- Hull High School Drama Club - \$5,000

Amended Motion: Kevin Richardson

Second: James Canavan

Moved to modify original motion to make the Hull High School Drama Club account maximum balance \$10,000.

Vote: 4-0-0

7.2 Fundraising

Dr. Delaney requested that School Committee revisit the Student Fund-Raising Activities Policy and make changes if necessary.

Chair requested the Superintendent notify all staff members that school fundraising activities must come before School Committee for approval. James Lampke, Town Counsel, suggested that a listing be requested from each of the schools on all the various activities that the schools have been undertaking so the School Committee can vote on this master list and everyone is clear as to what activities have been approved. That way there will be accurate records of activities that are sponsored within the school district. Any additional activities will need to come before the School Committee for approval. Chair requested the superintendent to present this information at the next School Committee meeting.

Jack Wholey voiced his concern about the process of funds being collected at sporting activities. Attorney Lampke clarified that if the School Committee authorizes the Boosters Club to handle the gate receipts and food concessions in exchange for doing line work on the fields, crowd control and other activities, the cost of admission to athletic events is considered a donation and comes under the Recreational Use Statute. If the school department handles the admission to athletic events it would be considered a fee and would increase the cost of the town insurance. School Committee discussed

fees vs. donations. Dr. Delaney stated she would place an item on a School Committee agenda when something is donated.

Donna Brady, Boosters Club Treasurer, presented a treasurer report on the Booster Club receipts and expenses.

School Committee requested that Attorney Lampke, Town Counsel, review the procedures for accepting gifts of funds/items and give School Committee a report by the next meeting on September 13th.

7.3 School Sponsored Events vs. Private Events

James Lampke, Town Counsel, stated that when an organization, training camp or someone leases school property for an activity, it might appear that the school district is sponsoring this activity. A requirement on the promotional material from that private entity should indicate that the event is not a school department/town sponsored event. School Committee requested Attorney Lampke advise School Committee on the language that should be used regarding this issue. Attorney Lampke also suggested that there should be an informational meeting to discuss the proper procedure.

7.4 Student Handbooks

Robert Neely, Hull High School Interim Principal, discussed requested changes in the high school student handbook. School Committee requested the following changes:

- All parents receive progress reports
- All parents receive a letter explaining the new graduation requirements.

Motion: James Canavan

Second: Jack Wholey

Moved to approve the Hull High School Student Handbook with suggested changes.

Vote: 4-0-0

Paul Zauner, Memorial Middle School Assistant Principal, presented the Memorial School Student Handbook discussing requested changes.

Motion: Kevin Richardson

Second: Jack Wholey

Moved to approve the Memorial Middle School Handbook with suggested changes.

Vote: 4-0-0

Superintendent thanked Paul Zauner for doing double duty while a new Memorial School Principal was hired.

Raymond Joyal, L.M. Jacobs School Principal, presented the L.M. Jacobs School Student Handbook with suggested changes.

Jack Wholey suggested forming a sub-committee to look into the Special Needs program at all levels. Dr. Delaney noted that the Parent Advisory Council is being reactivated.

Motion: James Canavan

Second: Kevin Richardson

Moved to approve the L.M. Jacobs School Student Handbook with suggested changes.

Vote: 4-0-0

8.0 New Business Items

Motion: Kristen Evans

Second: Jack Wholey

Moved to form a School Committee Subcommittee for the School Cable Station Channel 22 to inform parents/students/teachers about activities/events/programs in the Hull School District.

Vote: 4-0-0

Motion: Kristen Evans

Second: James Canavan

Moved to appoint Jack Wholey as chair of the Channel 22 School Committee Subcommittee.

Vote: 4-0-0

Kevin Richardson suggested placing something on Channel 22 requesting volunteers for this subcommittee.

Motion: James Canavan

Second: Kevin Richardson

Moved to appoint Kristen Evans as a member of the Channel 22 School Committee Subcommittee.

Vote: 3-1-0 (Jack Wholey)

Chair stated that a motion was needed to approve the amendment to the Superintendent's contract.

Motion: James Canavan

Second: Kevin Richardson

Moved to accept the amendment to evaluate Dr. Paula Delaney, Superintendent of Schools, commencing March 28, 2005 and be completed by April 25, 2005.

School Committee discussed that this amendment should also reflect future years in the Superintendent's contract. The Superintendent was asked if she would be opposed if such a modification was reflected future years of her contract. Dr. Delaney answered that she would not be opposed. School Committee requested Attorney Lampke to draft an amendment to the Superintendent's contract regarding the dates for her evaluation process by the September 13th School Committee meeting.

Amended Motion: James Canavan

Second: Kevin Richardson

Moved to accept the amendment to evaluate the Superintendent in FY05 commencing March 28, 2005 and complete by April 25, 2005 and her evaluation shall commence in March and be completed in April in each future year of her contract.

Vote: 3-1-0 (Jack Wholey)

9.0 Old Business

None

At 10:15 p.m. a recess was called. Meeting reconvened at 10:25 p.m.

10.0 School Committee Policy Issues

Motion: James Canavan

Second: Kevin Richardson

Moved to accept Policy JICA – Student Dress Code as first reading with the following changes:

- Add: **All students must abide by the following standards:**

1. **Clothing must be free of offensive language that might include, but not be limited to, references to drugs, alcohol or sex.**
2. **Shirts, blouses, trousers and dresses must be cut conservatively in the front and cover the abdomen and undergarments.**

3. Skirts, dresses and shorts must be at a reasonable length.

- Add: the words (i.e. send students to nurses' offices and make every effort to contact parent or lend student appropriate articles of clothing) to the end of second paragraph.
- Add **Memorial School Handbook, Jacobs School Handbook** to cross reference

Vote: 4-0-0

Motion: Kevin Richardson

Second: James Canavan

Moved to accept Policy IKF – Graduation Requirements as first reading with the following changes:

- Change: #3 to read Class of 2007 and beyond – 140 credits
- Course requirements: change the words *are the following* to **for the graduating classes of 2006 and 2007.**
- Add another section called **Course requirements for the graduating class of 2008 and beyond:**
 - 1. Four full-year English courses;**
 - 2. Four full-year mathematics courses;**
 - 3. Four full-year science courses;**
 - 4. Three full-year courses in social studies; and**
 - 5. One year of physical education required each year of high school.**
- Add a section on graduation ceremonies (participation)
- Add changes to high school student handbook

Vote: 4-0-0

Motion: James Canavan

Second: Kevin Richardson

Moved to accept Policy GCF – Professional Staff Hiring and Policy GDF – Support Staff Hiring for first reading with the following changes:

Policy GCF – Professional Staff Hiring

- Add to the second paragraph **Positions should be adequately posted to attract qualified candidates** after the second sentence.

Policy GDF – Support Staff Hiring –

- Add the guidelines from policy GCF – Professional Staff Hiring

Vote: 4-0-0

School Committee requested the Superintendent draft procedures for policy GCF – Professional Staff Hiring and Policy GDF – Support Staff Hiring for the September 13th School Committee meeting.

Motion: Kevin Richardson

Second: Jack Wholey

Moved to apply Policy BGF – Suspension of Policies to suspend Policy BG – School Committee Development and Adoption in order to move adoption of Policy JJJ – Extracurricular Activity Eligibility.

Vote: 4-0-0

Motion: Kevin Richardson

Second: James Canavan

Moved to approve for all three readings / adoption Policy JJJ – Extracurricular Activity Eligibility with the following changes:

- Change the word *course* at the end of the first sentence to **core subjects and/or required courses for graduation (i.e. English, mathematics, science, social studies, and physical education) and not more than one (1) “F” in any other courses.**
- Add the words (September 7 to November 10) after the word *2005* in the third sentence.

- High School Principal to report back to School Committee on this policy at the end of the school year.

Vote: 4-0-0

It should be noted on the September 13th School Committee agenda that Policy BG – Suspension of Policies is back in effect.

11.0 Approval of Warrants

Warrants circulated and approved

12.0 Correspondence to and Comments from School Committee Members

Jim Canavan commended Jacobs School Principal Raymond Joyal for being pro-active in correcting an error that was sent to Jacobs School parents.

Kristen Evans read a letter from a parent regarding her concerns with a new School Committee Member and congratulated Hull High School staff regarding her daughter's graduation issue.

Jack Wholey stated he received a telephone call from Dr. Delaney that his sister-in-law had applied for a teacher position. Mr. Wholey stated that he called the State Ethics Commission and was told that sister-in-law was not considered nepotism. He discussed Policy BCB - Committee Member Conflict of Interest.

James Canavan requested that Policy BCB – Committee Member Conflict of Interest be placed on the September 13th School Committee Agenda and request a response from Attorney James Lampke regarding this policy in time for the September meeting.

Motion: James Canavan

Second: Kevin Richardson

Moved to adjourn the School Committee meeting at 11:25 p.m.

Vote: 4-0-0