

SCHOOL COMMITTEE
HULL PUBLIC SCHOOLS
HULL, MA 02045

SCHOOL COMMITTEE MINUTES
MONDAY, JANUARY 8, 2007

SCHOOL COMMITTEE MEMBERS PRESENT

James Canavan, Chair arrived at 7:06 p.m.
Kevin Richardson, Vice Chair
Catherine Bowes, Secretary
Kristen Evans, Member
Stephanie Peters, Member

STAFF MEMBERS PRESENT

Mildred O'Callaghan, Assistant Superintendent
David Twombly, Director of Operations
Maureen Robishaw, Secretary to the Superintendent
Margaret Ollerhead, Policy Coordinator

- 1.0 Call to Order
The meeting was called to order by Kevin Richardson at 7:02 p.m. at Hull High School Second Floor Exhibition Room, 180 Main Street with the Salute to the Flag.
- 2.0 Approval of Agenda
Motion: Kristen Evans **Second:** Catherine Bowes
Moved to approve the School Committee agenda as presented
Vote: 4-0-0
- 3.0 Input from Public on Agenda Items
None
- 4.0 Student Representative Report
Casey Leeber, Principal Advisory Committee Member, reported on the following items:
○ Boys and Girls Basketball
○ Ice Hockey
○ Fiftieth Annual Alumni Concert
○ My Café.Com
She also noted the following:
○ Fine arts program will present *Thoroughly Modern Millie* on March 16 and March 17, 2007
○ High School Students are Tutoring Jacobs School Students.
- 6.0 Approval of Minutes
Motion: Kristen Evans **Second:** Catherine Bowes
Moved to approve the July 11, 2006 School Committee Custodian Negotiation Minutes as presented
Vote: 5-0-0

Motion: James Canavan **Second:** Catherine Bowes
Moved to approve the July 25, 2006 School Committee Custodian Negotiation Minutes as presented
Vote: 5-0-0

Motion: James Canavan **Second:** Catherine Bowes
Moved to approve the August 1, 2006 School Committee Custodian Negotiation Minutes as presented
Vote: 5-0-0

Motion: Catherine Bowes **Second:** Stephanie Peters

Moved to approve the December 11, 2006 School Committee Minutes with the following change:

- Page 6 in the 5th paragraph – change *Trubeau* to **Trubia**

Vote: 5-0-0

Motion: Catherine Bowes **Second:** Stephanie Peters

Moved to approve the December 18, 2006 Special School Committee Minutes with the following change:

- Page 5 in the 5th paragraph – change *Trubeau* to **Trubia**

Vote: 5-0-0

5.0 Hull Teacher Association Representative's Report

Deborah McCarthy, HTA Representative, reported on the following items:

- Acknowledged the time and effort of the Superintendent and School Committee for addressing the Jacobs School concerns at the January 3, 2007 meeting
- Thanked the School Committee for addressing the HTA concerns at the December 28, 2006 joint meeting
- Thanked Kathleen Tyrell, Interim Jacobs School Principal for being accessible, responsive and receptive to all of the needs of the Jacobs School Staff
- Stated she is confident that all measures and procedures are now in place to monitor and insure the health and safety of all occupants at the Jacobs School
- Stated that she concurs with Michael Feeney, Department of Public Health, statement that Jacobs School is safe as long as all recommendations are adhered to from the September 20th and December 4th reports
- Thanked the PTO for the generosity of the highly successful *Polar Express Day* on December 22, 2006
- Reported that eighty-five eighth grade students have signed up for the New York trip along with seven chaperones.

Mr. Canavan noted that Superintendent Delaney was not present at the meeting and that Assistant Superintendent Mildred O'Callaghan is at the meeting in her place.

7.0 Business Items – Superintendent

7.1 Girl Scout Cookie Fundraiser

Nancy McLaughlin, Hull Girl Scout Representative, requested permission to sell Girl Scout cookies in the High School hallway to the gymnasium during boys and girls home basketball games.

Motion: Catherine Bowes **Second:** Kevin Richardson

Moved to approve the Hull Girl Scouts request to sell cookies at Hull High School during boys and girls home basketball games.

Vote: 5-0-0

Stephanie Peters asked how many Girl Scouts there are in Hull. Ms. McLaughlin responded that there are a little over one hundred Girl Scouts between the ages of four through grade eleven.

7.2 Project Humanitarian Involvement

Timothy MacKenzie, High School Teacher, along with the following high school students requested permission to travel to El Salvador from March 31 through April 8, 2007 to work with youth groups from across the United States and Canada, building houses with Habitat for Humanity.

Brianna Duhaime, High School Sophomore, discussed the need to build houses for Salvadorans who

have been poorly housed due to poverty and earthquakes. She stated approximately six to eight students would be involved at a cost of \$1,700 per student.

Marina Perez, Hull High School Senior, presented an overview of her past experience in El Salvador participating in building a house with Habitat for Humanity.

Assunta Perez, Marina's mother, stated that students are picked up and returned each day to the school by buses, this trip would be cancelled if there is any probability of a security threat, and students will be in El Salvador from the beginning to the end of building a house. She also voiced her support of this trip.

Alison Schnipper, Hull High School Junior, said the following fundraising ideas would be used to help defray the cost of this trip:

- Self defense class for women offered by Mr. Perez
- Silent auction
- Applied for a grant
- Selling tee shirts

Lucas Dunn, High School Senior, read the Hull Public School Mission Statement. He stated that this trip to El Salvador would increase self growth and self confidence, would have a huge impact on a person's life, would help with language and communication skills, and would be a character builder.

Jennifer DiSabatino, High School Spanish Teacher, discussed the experience the students would receive in a Spanish speaking country. This trip would help prepare students for the Spanish AP exams that will take place a month after this trip to El Salvador. She voiced her support for this trip.

The Chair read a letter from Superintendent Delaney sharing her full support of this trip. The letter also noted that the students' would make a documentary of their trip when they returned.

School Committee members asked the following questions:

Catherine Bowes inquired about communication to parents. Timothy MacKenzie responded that a phone tree to one parent each day would be used. Mr. Perez also responded that he would put his daughter Marina's cell phone on an international plan and it could be used for communication purposes.

Kristen Evans asked about student housing accommodations. Marina Perez stated that during her past trip to El Salvador, she stayed in a school that was set-up dorm style for boys and girls.

Kevin Richardson asked about the schoolwork students would miss. Mr. MacKenzie stated that students would work with teachers and some work would be done in advance and the remainder done when the students return to school. Jonathan Ford, High School Principal noted that there was no conflict for any testing during this trip.

Stephanie Peters requested a follow-up on this trip from students at a future School Committee meeting. She also asked about the protocol for this trip. Timothy MacKenzie responded that an entire packet that included every detail from passport information to immunizations needed would be given to each student.

Cathy Bowes wanted to make sure the policy regarding field trips is followed and his/her teacher signs off each student. She also suggested that students' work on a documentary with the cable station Channel 22. Kristen Evans suggested looking into presenting a documentary at Town Meeting.

James Canavan stated that the proper protocols should be followed regarding establishing a student account to keep track of all money and correctly donating all money back through the School Committee according to policy.

Mr. Canavan also inquired about down time during this trip and security issues around the school. Marina Perez responded that students work from 9:00 a.m. until 4:00 p.m., have a two-hour lunchtime and play sports with other students that are set-up by Habitat for Humanity. Students in El Salvador are on vacation during the week this trip is planned and a gate is in place surrounding the school, which is not in a well populated area.

Motion: Kevin Richardson

Second: Kristen Evans

Moved to approve the student trip to El Salvador to work with Habitat for Humanity during March 31 through April 8, 2007.

Vote: 5-0-0

7.3 Space Needs for Jacobs School

Mildred O'Callaghan stated that at the last School Committee meeting a request was made that a meeting with preschool teachers and parents take place regarding the needs and issues of housing the preschool students in the high school exhibition room. Marguerite Rizzi, Director of Student Services said she had met with seven parents on January 4th to discuss concerns and questions regarding the preschool students if they were housed in the exhibition room at the high school. The following are some of the parent concerns:

- Safety with windows
- Three classrooms fitting into the high school exhibition room space
- Physical limitations
- Preschool on a different schedule than high school
- Partitions that will reduce noise
- Napping issues
- OT/PT and speech therapist issues
- Bathroom issues
- Safety with stairs and railing outside the exhibition room
- Evacuation plan
- Looking at HRA building for classroom space
- Moving high school classes into the exhibition room and preschool into other areas at the high school
- Therapy schedules
- Sufficient play area
- Placing the entire preschool together in one area
- Locating the preschool classrooms on the first floor

James Canavan asked the following questions regarding this issue:

Could therapist schedules be coordinated? Dr. Rizzi responded that an additional cost would be needed for scheduling therapist schedules.

What is the difference between the high school and preschool schedule regarding a nurse being needed to stay? Dr. Rizzi responded one hour per day.

Would additional buses be needed for preschool? Dr. Rizzi responded that one additional bus would be needed.

Would it be recommended to change the starting and ending times for the preschool students? Dr. Rizzi responded it would be best to leave them the same. High school students would already be in place when preschool students arrived and would be dismissed before preschool students.

Would an evacuation plan be put in place? Jonathan Ford stated a plan would be set up.

Would recess take place in the courtyard? Mr. Ford responded that recess could take place in the courtyard with some additional grading of grass areas or the football field could be used for recess.

Catherine Bowes asked the following questions:

What is the student – teacher ratio at the preschool level? Dr. Rizzi responded fifteen students to two adults.

What is the current bathroom routine? Dr. Rizzi responded currently two of the preschool classrooms have bathrooms and one classroom uses the bathroom across the hall. DOE regulations require that bathroom areas should be located no more than 40 feet from a classroom.

What OT/PT/ Speech Therapist staff do we currently have? Dr. Rizzi responded currently there is a fulltime speech therapist, two part time occupational therapists and one physical therapist.

What is the overall preschool curriculum? Dr. Rizzi responded that following a routine, pre academic skills, and pre academic structured curriculum are used. The state frameworks for preschool students are also followed.

Kristen Evans asked Dr. Rizzi to convince her why the high school exhibition room space is educationally sound to house preschool students. Dr. Rizzi responded that the exhibition room is not her plan, that the issue of mold has lead to this discussion. A discussion of who would move if three classrooms were needed took place. The most practical option would be to move the three preschool classrooms. The exhibition room or another area in the high school could be workable making necessary adjustments. Relative costs and impact on the least amount of people needs to be taken into consideration. Ms. Evans said that other grade classrooms at Jacobs School could move to the high school.

James Canavan reiterated the possible options that were discussed at the December 18th meeting regarding what classes could be moved and to what locations. One of the options was converting the high school exhibition room into three classrooms to house the preschool. Dr. Rizzi stated that it has been determined that the high school exhibition room would only fit two classrooms and suggested using the alcove in the library for the third preschool classroom.

Mr. Canavan asked David Twombly if only three classrooms would still be needed. Mr. Twombly responded that he would have a better sense after a construction meeting on January 9th. There is a possibility that four classrooms could be needed because of the cost involved with mechanical issues in moving a wall to make an additional classroom. The change order could be cost prohibitive. At the meeting on January 9th other space areas at Jacobs School will be look at for an additional classroom.

Mr. Twombly stated he has been working on getting quotes to convert the exhibition room into two classrooms and the alcove area in the library into a classroom at the high school. Catherine Bowes requested that the cost of doing this include returning the areas back to the original space.

Emily Rosado, parent, stated that the preschool students leave at 2:30 p.m. and there would be no need for a nurse to stay additional time. She noted changing the beginning and ending time for the preschool students could make it impossible for parents because many parents have a child already attending the Jacobs School and timing of dropping off and picking the student up could be an issue. She stated that the bathroom doors outside the exhibition room were extremely heavy and it was possible that a student would not be able to open the door from the inside. She voiced her concern about the railing and stairs outside the exhibition room and suggested maybe Plexiglas be installed.

Catherine Dubrovsky, High School Librarian, stated the high school has a beautiful Library Media Center and requested that the plan include putting the library back to the way it is now.

Nichole Thomas, parent, voiced her concern regarding preschool students being located on the second floor of the high school especially in an emergency situation. She urged preschool parents to attend the upcoming meeting with Dr. Rizzi on January 10th to discuss parent concerns.

James Canavan stated that the construction company has decided not to use the modular classrooms because of the remediation cost. He requested at the January 11th meeting that the School Building Committee be asked if the cost of remediation to relocate students would be paid for by the School Building Committee. David Twombly voiced his concern about using the money from the contingency fund. He stated there is a possibility that money could be needed later during the construction at the Jacobs School. Kevin Richardson noted that the savings from not using the modular classrooms will result in a credit and this money could be applied to the remediation at the Memorial School. Catherine Bowes requested that prior to the next Building Committee meeting the cost of returning the Memorial School Exhibition Room back to the original condition be included in the cost of remediation.

James Canavan asked Principal Andrew Stevens if there is still a noise issue in the exhibition room at the Memorial School. Mr. Stephens responded that there is a noise issue at the end of each day during dismissal time. He said he has heard from a couple of parents concerning this issue.

Catherine Bowes requested a motion from School Committee to be brought to the Building Committee regarding who will pay for remediation issue.

Motion: Catherine Bowes **Second:** Stephanie Peters

Moved that it is the consensus of the School Committee to present to the Building Committee that as part of remediation the Building Committee pay for the construction of a wall at the Memorial Middle School as provided in the specifications that David Twombly has and payment for this would come from the Jacobs School walkway credit.

Vote: 5-0-0

Motion: Kevin Richardson **Second:** Catherine Bowes

Moved to table discussion of the space needs at the Jacobs School pending the response from the Building Committee to the question on the Memorial School remediation issue.

Vote: 5-0-0

Kristen Evans requested that David Twombly correspond with Milly O'Callaghan the outcome of the construction meeting regarding the number of classrooms that will be needed at the Jacobs School. Ms. Evans requested Ms. O'Callaghan to email School Committee this information. Ms. Evans asked that if four classrooms were needed was it safe to assume the preschool option is off the floor. Ms. O'Callaghan stated that all options would have to be looked into.

7.4 Homework Policy

Assistant Superintendent Mildred O'Callaghan stated that she had looked at the current homework policy and surveyed other school districts before proposing this homework policy. She said she then brought the policy to the Administrative Team and made suggested changes. She requested first reading approval from School Committee.

Stephanie Peters asked if homework assigned at the upper grade level was per subject. Milly O'Callaghan responded that the policy did not refer to each subject.

Kevin Richardson questioned the following section in the policy: "If daily homework is counted into a final grade average, it should count as no more than 15% of that average". He suggested raising the

percentage at the high school level. Kristen Evans asked how the time allocation in this policy was decided upon. Ms. O'Callaghan responded that it came from policies in other communities. Ms. Evans also suggested having a reading component of the student's choice in addition to the homework policy.

Parent Christine Kinnelly asked how teachers work together in teams to coordinate homework. Ms. O'Callaghan responded that teams meet and discuss the amount of homework that is given by each teacher. Kathleen Tyrell, Interim Jacobs School Principal noted that classrooms are self-contained at the elementary level and she would ask teachers to have consistency when assigning homework. Chair asked if there are homework expectations at the elementary level. Dr. Tyrell responded that she wasn't sure but would get back to School Committee on that issue.

Deborah McCarthy, Fifth Grade Teacher, voiced her concern about the time difference between students finishing a homework assignment. One student could take one-half hour to complete an assignment, while another student could take one hour.

Motion: Kevin Richardson

Second: Catherine Bowes

Moved to approve Policy IKB – Homework Policy for first reading with the following change:

- In the fourth section after 15% insert (**up to 25% at the high school level**).

Vote: 5-0-0

7.5 Other Issues

None

8.0 New Business

The following dates were discussed by School Committee and it was decided to schedule two School Committee Budget Workshops on:

- Monday, January 15, 2007 at 9:00 a.m. in the Superintendent's Office
- Monday, January 22, 2007 from 5:00 p.m. until 7:00 p.m. in the High School Second Floor Exhibition Room.

9.0 Old Business

9.1 Jacobs School Construction Update

James Canavan stated that some parents had emphasized to him the extreme cleanliness within the classrooms at the Jacobs School.

Mr. Canavan inquired about the following issues:

- If any walk throughs have been done regarding the univents being kept clear. Kathleen Tyrell responded that Jodi Trubia and she have been doing walk throughs and this item is on the upcoming faculty meeting agenda.
- What is happening with the cleaning supplies? Dr. Tyrell responded that all the supplies purchased and donated by teachers and parents have been sent home. She also said that Mr. Twombly would be sending thirty bottles of approved cleaners to the Jacobs School.
- Dr. Tyrell also informed the Committee that a HEPA air purifier has been placed in the room with a high level particulates and another HEPA air purifier is being placed in a room for a first grade student with allergic needs.
- Mr. Canavan stated that he appreciated Dr. Tyrell sending out a communication last week when there was some water found in a crawl space and it was quickly remediated and cleaned.
- What is the status of the vent cleaning schedule? David Twombly responded that James Griffin has started cleaning the vents and custodian Daniel Gray will begin cleaning the exhaust ceiling vents on Tuesday, January 9th. Dr. Tyrell stated that the drapes in the first grade classrooms have been

vacuumed.

- James Canavan stated that at the January 3rd meeting, James Griffin committed to assess the function levels of the machines and give School Committee an update. He asked what steps are needed to insure that the calibrating and HVAC systems are working properly? Mr. Canavan requested that an update be given at the next meeting.

Stephanie Peters asked if a checklist had been placed on the bathroom doors in all three schools to be signed by the custodian who cleans the bathroom. Mr. Twombly said that would be done.

9.2 Subcommittee Updates

○ Building Committee

David Twombly presented the following update on the Jacobs School construction project:

- Roof installation will begin during the week of January 8th
- Structural steel installation is completed
- Interior studs and walls have been installed
- Gas lines have been installed.

Catherine Bowes stated that the next Building Committee meeting is scheduled for Thursday, January 11th at Town Hall.

○ Athletic Subcommittee

Kevin Richardson said that the next Athletic Subcommittee meeting is tentatively scheduled for January 17th at 7:00 p.m.

○ Negotiations Subcommittee

James Canavan stated that the next HTA negotiation meeting is scheduled for January 30th.

○ Donaldina Gately Memorial Committee

Cathy Bowes stated that the next Committee meeting is scheduled for January 23rd. The focus at the meeting will be to discuss fundraising ideas.

○ Budget Subcommittee

Stephanie Peters said the meeting scheduled for January 5th was cancelled. She requested the following information for the January 15th Budget Workshop:

- Chartwells – comparison between amount spent for last year and amount spent this year that includes the lunch price increase
- Utility costs for last year vs. this year costs. Mr. Twombly said he had some figures regarding utility costs and would forward them to Maria Hortaridis, Director of Business.
- Year to date actual dollars spent vs. budgeted figures. It was requested that School Committee receive the budget information on Friday, January 12th in order for them to look it over before the Budget Workshop on January 15th.
- Any recommendations that Maria Hortaridis might have to save money to get through the remainder of the school year.

Stephanie Peters stated that community members could donate money to the school department through their excise tax bills. She would like to educate the community on what these dollars will be spent on. She requested that Milly O'Callaghan put together a list of what is needed. Ms. O'Callaghan said she would bring this to the Leadership Team for discussion.

Stephanie Peters stated some high school parents are concerned about waivers on the girls' basketball team that allows eighth grade students to play. She requested clarification on the freshman waiver issue.

Jonathan Ford, High School Principal, explained that if there are concerns about not having enough students for a specific sports team a school can state it's case to the South Shore League and if your case is justified to the other teams and a vote is taken to see if a waiver will be granted. He stated that he would request Joseph Sullivan, Athletic Director to be present at the next School Committee meeting for a discussion on this issue.

James Canavan requested that the discussion of waivers and students participating in athletics be placed on the January 22nd School Committee agenda.

10.0 School Committee Policy Issues

Motion: Kristen Evans

Second: Catherine Bowes

Moved to approve the following policies for second reading:

Policy JICB Care of School Property by Students

Jonathan Ford, High School Principal and Andrew Stephens, Memorial School Principal questioned the legality of withholding student report cards and transcripts. Milly O'Callaghan stated she would check with Town Counsel.

Policy JICE Student Publications

Policy JICFA-R Hazing

Policy JIE Pregnant Students

Policy JIH Interrogations and Searches

Policy JII Student Complaints and Grievances

Policy JJ Co-Curricular and Extra-Curricular Activities

Policy JJ-R Co-Curricular and Extra-Curricular Activities

Policy JJA Student Organizations

Policy JJC Student Performances

Policy JJG Contests for Students

Policy JJI Student Athletics

Policy JJI-R Student Athletic Regulations

Policy JK Student Discipline

Vote: 5-0-0

Motion: Kevin Richardson

Second: Kristen Evans

Moved to approve Policy JJE – Student Fund-Raising Activities with the following change:

- Change the first sentence in the first paragraph to read...**While the School Committee understands the need for fundraising, in general, the Committee discourages door-to-door solicitation in the community by students for school activities.**

Vote: 5-0-0

11.0 Approval of Warrants

Motion: Kristen Evans

Second: Catherine Bowes

Moved to approve school warrants as presented.

Vote: 4-0-1 (James Canavan)

12.0 Correspondence to and Comments from School Committee Members

Stephanie Peters stated she had received positive comments from parents about the high school open house for incoming freshmen.

Stephanie Peters congratulated Kathy Wasik, Jacobs School Technologist on receiving her Master's Degree.

Stephanie Peters requested an agenda item on information from the survey given to parents as to why students are not being sent to Hull Public Schools be placed on a future agenda. James Canavan requested Milly O'Callaghan look into this and report back to School Committee.

Stephanie Peters requested placing an update on the freshman extension program on the next School Committee meeting agenda.

Stephanie Peters stated that the high school newsletter was a great product of the high school students. She suggested the newsletter be distributed to Memorial School parents. Jonathan Ford said that the Hull Times is giving the high school students a free page per month in the Times for displaying student work. James Canavan noted that he had spoken to a Hull Times representative and it has been requested that the school department and School Committee focus on what is going well in each of the schools.

Cathy Bowes stated she had received positive feedback from parents regarding the high school meeting with eighth grade students. She requested that this meeting take place earlier next year.

School Committee thanked Mildred O'Callaghan for her participation at the meeting.

13.0 Executive Session

14.0 Adjournment

Motion: James Canavan

Second: Kevin Richardson

Moved to go into Executive Session at 9:45 p.m. for discussion of personnel issues and not to return to Open Session

Roll Call Vote: Stephanie Peters, Kevin Richardson, James Canavan, Kristen Evans, and Catherine Bowes.