

MINUTES

REGULAR MEETING OF THE PLYMOUTH SCHOOL COMMITTEE PLYMOUTH, MASSACHUSETTS Monday, July 8, 2019 (7:00 PM)

The Plymouth School Committee met on Monday, July 8, 2019, in the Little Theatre at Plymouth Community Intermediate School, 117 Long Pond Road, Plymouth, Massachusetts, beginning at 7:00 p.m.

ROLL CALL

THE FOLLOWING SCHOOL COMMITTEE MEMBERS WERE IN ATTENDANCE: Dr. James R. Sorensen-Chair, Ms. Kim Savery Hunt-Vice Chair, Ms. Michelle L. Badger, Mrs. Margie C. Burgess, and Mrs. Vedna K. Lacombe-Heywood. Mr. Robert P. Morgan-Secretary and Mrs. Lee C. Truschelli were absent.

ALSO IN ATTENDANCE FROM ADMINISTRATION WERE: Dr. Gary Maestas-Superintendent (arrived at 7:07 p.m.) and Mrs. Patricia Fry-Assistant Superintendent. Dr. Christopher Campbell-Assistant Superintendent and Mr. Gary Costin-School Business Administrator were absent.

1.0 Call to Order

1.1 Pledge of Allegiance

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Dr. Sorensen called the meeting to order at 7:02 p.m. and led the assembly into the Pledge of Allegiance.

2.0 Comments from the General Public

2.1 Comments from Community Members

To receive comments from members of the Plymouth community.

Hearing none, Dr. Sorensen moved to the next Agenda item.

3.0 School Committee Matters

A) Job Description Adoption, Amendment, and Review

3.1 Job Description ~ Innovation and Information Literacy Teacher

Job Description for Innovation and Information Literacy Teacher

To receive recommendations relative to the job description for Innovation and Information Literacy Teacher and take the necessary action.

Superintendent's Recommendation: That the job description for Innovation and Information Literacy Teacher be accepted and approved as presented.

Mrs. Fry provided a detailed explanation on how this new role was developed. She explained that it is a blended model of a library media specialist and a technology integration specialist at the elementary level. She said as part of the new elementary health curriculum, they took the opportunity for program and staffing audits at the elementary level and they've also had a couple of retirements so the timing is ideal. She explained, as well, that this new blended role is more in line with the library and technology State frameworks and will put Plymouth ahead of the curve with this instructional approach.

Ms. Badger asked for clarification on one of the performance responsibilities and Mrs. Fry explained that the language is consistent with all teacher job descriptions.

Dr. Sorensen asked for clarification on bullet number 15, "follows individual student health care plans" as it relates to following individual IEP's and 504 plans. Mrs. Fry shared that some students that are medically fragile come into the system with a specific health care plan written by their physician. In addition, Mrs. Fry said that students who experience a concussion are often on a formal, but temporary, health care plan as well. Dr. Sorensen also mentioned he didn't see standard language regarding confidentiality and protection of student records in the job description. Mrs. Fry assured Dr. Sorensen that the final version will include that language.

Motion by Mrs. Burgess that the job description for Innovation and Information Literacy Teacher be accepted and approved as amended, seconded by Ms. Hunt. With all voting in favor, the motion carried.

ORIGINAL - Motion

Member **(Mrs. Margie C. Burgess)** Moved, Member **(Ms. Kim Savery Hunt)** Seconded to approve the **ORIGINAL** motion 'That the job description for Innovation and Information Literacy Teacher be accepted and approved as amended'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Dr. James R. Sorensen	Yes
Mrs. Vedna K. Lacombe-Heywood	Yes
Mrs. Margie C. Burgess	Yes
Ms. Kim Savery Hunt	Yes
Ms. Michelle L. Badger	Yes

4.0 Old and New Business

4.1 Old Business

New and Old Business notes
To discuss matters from previous meetings.

4.2 New Business

To receive information from members for discussion or for a future meeting.

Ms. Badger requested that the Committee go on record regarding the recent issue with paychecks since this is the third time in five years that major problems have occurred with school personnel payroll. She said it has created stress, discomfort and concern for many of the district school employees, and she would like to have some assurance that it will not occur again. Dr. Maestas explained that the School Department had done everything correctly in submitting the information to the town, and the error occurred, in part, due to it being the last payroll of the school year. He also said that the President of EAPC spoke during open comment at the most recent Board of Selectmen meeting to

express his concern and frustration on behalf of the union, and the Selectmen agreed to investigate further. Dr. Maestas commended Mrs. Fry for how well she handled the inquiries and communications throughout the day. Dr. Maestas said he would formally speak with the Town Manager to relay the Committee's concerns and ask that additional safeguards be put into place to prevent this from happening again. Ms. Hunt shared that she received many emails that day, and she said this is an example of why there is resistance in consolidating school and town processes. Mrs. Heywood said she recognizes that errors happen but it is not unusual to process a larger than normal payroll at the end of June. Dr. Maestas explained there are many intricacies behind the scenes, and he has been assured that the town is investigating. Dr. Sorensen thanked Mrs. Fry for everything she does and he knows that she put many people at ease that day which is very much appreciated.

5.0 Communications

A) Superintendent's Report

5.1 Reports and Proposals from the Superintendent

To receive reports and proposals from the Superintendent.

Dr. Maestas said he wanted to take a moment to acknowledge and thank Mrs. Fry, Dr. Campbell, Mr. Costin and Dr. Rogers for all the collaborative work his team does to care for all the children in Plymouth to accomplish the goals and support the mission of this district. He said his office is much more than himself, and he neglected to say this at his evaluation at a recent School Committee meeting and wanted to take the time to say it now.

Dr. Sorensen shared that he has recently received a lot of great feedback from people in the community that are so pleased with the progression and strength of the school system, and he knows it is due in large part to the leadership team.

Dr. Maestas shared that he had a Board meeting tonight with the Plymouth 400 Committee, and he is very excited to share that they are moving forward with the production of the Massachusetts Chronicles. He explained he will be presenting the book at the Massachusetts' Superintendents Conference tomorrow highlighting the book as part of the Plymouth 400 and with Plymouth Public Schools at the center of the development of the book. Dr. Maestas was able to share a sample prototype of the book to the Committee, and he further explained the book will cover Massachusetts' history pre-1620 to the present day. He also shared that he will be presenting the book at the joint MASC/MASS Conference in November.

Ms. Hunt inquired about sharing this information with others, since she is representing our region at the MASC Board Meeting later this week. Dr. Maestas said absolutely and gave Ms. Hunt some extra copies to share at the meeting.

Dr. Maestas shared this publication will be two books, with teaching and curriculum guides, along with a wall poster, and it will be sent to every single school in the Commonwealth of Massachusetts for free. The State has provided funding, and he said they have also partnered with Bridgewater State University. BSU will provide professional development on bringing this document on Massachusetts' history to life.

B) Correspondence

5.2 Letters

To receive and acknowledge correspondence to the Plymouth School Committee.

With no letters or correspondence to read, Dr. Sorensen moved to the next agenda item.

6.0 Reports

A) Committee Member Reports

6.1 Reports and Proposals from Committee Members

To receive reports and proposals from Committee members.

Ms. Badger said the Pilgrim Area Collaborative recently had their last meeting of the year. She reported we should get a little money back but we won't know how much until October. She said they approved a new budget and fee schedule for 2019-2020.

Ms. Hunt said the DVC met recently and there was also a parent/student orientation meeting for the delegation leaving at the end of this month. Ms. Hunt thanked Mrs. Grimes for the work she has done, especially while Ms. Hunt was away on vacation, working with our contacts in Japan and sharing important information with the families.

Dr. Maestas also thanked Mrs. Grimes for her work and coordination on the trip, and he said many administrators in the district who have gone on this trip in years past attended the student/parent meeting to share best practices and personal experiences when they traveled to Shichigahama. He said having them there was very well received by the students and their parents since they were able to answer so many questions and put everyone more at ease. Dr. Maestas also shared that we are building an archive of documents about this whole process that will make coordinating and planning logistics easier in the future.

B) Plymouth Youth Development Collaborative

6.2 PYDC Reports

Minutes from 6/14/2019

To receive a report relative to the Plymouth Youth Development Collaborative.

Mrs. Burgess said PYDC is not meeting in July. Minutes from the last PYDC meeting are part of this meeting's record.

C) Plymouth Building Committee Reports

6.3 Reports from the Plymouth Building Committee Liaisons

To receive a report from the School Committee liaisons to the Plymouth Building Committee.

Mrs. Burgess said there will be a meeting later this week, but has nothing to report this evening.

D) Personnel Reports

6.4 Appointments, Leaves of Absence, and Resignations

Personnel Report

To receive a report from Human Resources relative to recent appointments, leaves of absence, and resignations.

Mrs. Fry said she has nine Certificated Appointments, one Coach/Advisor Appointment, two Classified Appointments, three Long Term and three Short Term Maternity leaves of absence, and ten Resignations to report this evening.

Mrs. Fry also shared that the district has finalized the selection of two elementary health teachers, and they will be signing paperwork in the very near future.

7.0 Schedule of Bills

7.1 Accounts Payable Warrant #S062719

FY19 Approval Memo, FY19 CC Transfer & Transaction Summary Report, FY19 Warrant Report

To receive Cost Center Transfer and Transaction Summary Report and Schedule of Bills, FY19 Accounts Payable Warrant #S062719 for review and take the necessary action(s).

Superintendent's Recommendation: That the Plymouth School Committee accept and approve the Report and Accounts Payable Warrant #S062719 dated June 27, 2019, in the amount of \$551,592.88, as presented.

Motion by Ms. Hunt that the Plymouth School Committee accept and approve the Report and Accounts Payable Warrant #S06209, dated June 27, 2019, in the amount of \$551,592.88, as presented, seconded by Ms. Badger. With all voting in favor, the motion carried.

ORIGINAL - Motion

Member **(Ms. Kim Savery Hunt)** Moved, Member **(Ms. Michelle L. Badger)** Seconded to approve the **ORIGINAL** motion 'That the Plymouth School Committee accept and approve the Report and Accounts Payable Warrant #S062719 dated June 27, 2019, in the amount of \$551,592.88, as presented'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Mrs. Vedna K. Lacombe-Heywood	Yes
Dr. James R. Sorensen	Yes
Ms. Michelle L. Badger	Yes
Ms. Kim Savery Hunt	Yes
Mrs. Margie C. Burgess	Yes

7.2 Accounts Payable Warrant #S19JUL1

FY19 Approval Memo, FY19 CC Transfer & Transaction Summary Report, FY19 Warrant Report

To receive Cost Center Transfer and Transaction Summary Report and Schedule of Bills, FY19 Accounts Payable Warrant #S19JUL1 for review and take the necessary action(s).

Superintendent's Recommendation: That the Plymouth School Committee accept and approve the Report and Accounts Payable Warrant #S19JUL1 dated June 30, 2019, in the amount of \$1,013,851.97, as presented.

Motion by Ms. Hunt that the Plymouth School Committee accept and approve the Report and Accounts Payable Warrant #S19JUL1, dated June 30, 2019, in the amount of \$1,013,851.97, as presented, seconded by Mrs. Burgess. With all voting in favor, the motion carried.

ORIGINAL – Motion

Member **(Ms. Kim Savery Hunt)** Moved, Member **(Mrs. Margie C. Burgess)** Seconded to approve the **ORIGINAL** motion 'That the Plymouth School Committee accept and approve the Report and Accounts Payable Warrant #S19JUL1 dated June 30, 2019, in the amount of \$1,013,851.97, as presented'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Ms. Kim Savery Hunt	Yes
Mrs. Vedna K. Lacombe-Heywood	Yes
Ms. Michelle L. Badger	Yes
Mrs. Margie C. Burgess	Yes
Dr. James R. Sorensen	Yes

8.0 Minutes

8.1 Minutes --May 6, 2019

Minutes of the May 6, 2019, School Committee meeting.

To receive recommendation(s) relative to the minutes of the School Committee meeting and take the necessary action(s).

Superintendent's Recommendation: That the minutes of the May 6, 2019, School Committee meeting be accepted and approved as presented.

Ms. Badger requested a very minor edit on page 13, adding the word Conference after NSBA.

Motion by Ms. Hunt to approve the minutes of the May 6, 2019, School Committee meeting as amended, seconded by Mrs. Burgess. With all voting in favor, the motion carried.

ORIGINAL - Motion

Member **(Ms. Kim Savery Hunt)** Moved, Member **(Mrs. Margie C. Burgess)** Seconded to approve the **ORIGINAL** motion 'That the minutes of the May 6, 2019, School Committee meeting be accepted and approved as amended'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Ms. Kim Savery Hunt	Yes
Mrs. Vedna K. Lacombe-Heywood	Yes
Ms. Michelle L. Badger	Yes
Dr. James R. Sorensen	Yes
Mrs. Margie C. Burgess	Yes

9.0 Disposal of Equipment and Materials

A) Obsolete Books and Materials

9.1 CC#354 District Science Coordinator - Books & Instructional Materials

CC#354 District Science Coordinator Request for Disposal of Obsolete Books and Instructional Materials

To receive recommendation(s) relative to the Disposal of Obsolete Books and Instructional Materials and take the necessary action(s).

Superintendent's Recommendation: That the request to dispose of Obsolete Books and Instructional Materials from CC#354 District Science Coordinator be accepted and approved as presented.

Dr. Maestas explained the district Science Coordinator has requested we dispose of AP biology books that have been replaced and are now obsolete. He said there are 35 copies that are no longer usable.

Ms. Badger inquired about what the terminology best available for disposal means. Dr. Maestas said he was not 100% sure and that he would find out and report back.

Motion by Mrs. Burgess that the request to dispose of Obsolete Books and Instructional Materials from CC#354 District Science Coordinator be accepted and approved as presented, seconded by Ms. Badger. With all voting in favor, the motion carried.

ORIGINAL - Motion

Member **(Mrs. Margie C. Burgess)** Moved, Member **(Ms. Michelle L. Badger)** Seconded to approve the **ORIGINAL** motion 'That the request to dispose of Obsolete Books and Instructional Materials from CC#354 District Science Coordinator be accepted and approved as presented'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

Ms. Michelle L. Badger	Yes
Dr. James R. Sorensen	Yes
Mrs. Margie C. Burgess	Yes
Mrs. Vedna K. Lacombe-Heywood	Yes
Ms. Kim Savery Hunt	Yes

10.0 Adjournment

10.1 Chairman's Adjournment

To adjourn the regular meeting of the Plymouth School Committee.

Hearing no objection, Dr. Sorensen adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Secretary