

Approved

**GATEWAY REGIONAL DISTRICT SCHOOL COMMITTEE**

**REGULAR MEETING MINUTES**

**WEDNESDAY, MAY 10, 2017**

**Middle School 112/114**

**7:00 P.M.**

All visitors attending the school committee meeting should sign in at the security booth.

**(A PORTION OF THIS MEETING MAY BE HELD IN EXECUTIVE SESSION)**

**I. OPENING OF MEETING**

BLANDFORD  
Michele Crane  
Terri Garfield

CHESTER  
Shirley Winer  
Martha Otterbeck  
Diane Dunn

HUNTINGTON  
Ron Damon  
Jeff Wyand

MIDDLEFIELD  
Sarah Foley

MONTGOMERY  
Madelyn Austin

RUSSELL  
Lyndsey Papillon

SECRETARY  
Stacy Stewart

CENTRAL ADMINISTRATION  
Dr. David B. Hopson, Superintendent  
Stephanie Fisk, Business & Finance

ADMINISTRATIVE COUNCIL  
Jason Finnie, High/Middle Principal  
Wendy Long, District Grant Writer

STUDENT REPRESENTATIVES

OTHERS: \_\_\_\_\_

- Mrs. Crane opened the meeting at 7:05 p.m.
- Mrs. Austin and the reporter are recording the meeting.

**7:05 p.m. II. PUBLIC INPUT (3 Minute Limit) - None**

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**III. STUDENT COUNCIL INPUT**

- Anna Pless said the band just returned from their trip to Philadelphia. They placed first for best overall jazz band and 2<sup>nd</sup> for concert band. Penny wars are taking place right now. Classes compete to see how many points they can gain. Pennies are positive and silver is negative. Whoever has the most positive point value in the end receives 350 spirit points. The high school band and choir concert is tomorrow night. Plants from the band sale are arriving tomorrow.

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**IV. PRESENTATIONS/REPORTS/RECOGNITIONS**

**A. Costa Rica Trip Presentation**

- Mrs. Rivera-Perez, Mrs. Robbins and the girls who went on the trip presented school committee with a video highlighting their April vacation trip.
- Favorites of the trip were: bonding with everyone, without using electronics. The turtle station, helping collect the eggs and making connections. The food and the people were amazing. The last night with our host families and the soccer game. Making connections without speaking the same language. Visiting the school, being presented with dances and playing soccer.

- Mrs. Robbins said her favorite part was the boat ride and the turtle project. She went with eight amazing ladies who represented this school with respect and dignity. These girls were studying during their free time.
- Mrs. Rivera-Perez is so proud of this group. Their guide set a scavenger hunt where the girls had to buy groceries. They were so independent. Everyone kept saying how amazing the girls were. It's amazing how much the girls can change in 9 days.
- Mrs. Robbins hopes the school committee continues to support this trip. This is a once in a lifetime trip for so many.
- Mrs. Rivera-Perez said the girls are presenting to the students about their trip.

#### **B. Invite to the Towns – Budget Planning**

- Mrs. Crane wanted everyone to see the letter before it goes out. Maybe school committee members can follow up with their town after the invitation goes out.
- Dr. Hopson handed out a letter in regards to the budget process. He had the opportunity to talk to Dr. Hemmen after Mrs. McVeigh's comments last week. He was adamant that it shouldn't be GTAC facilitating the meeting. He outlined the recommendations in the letter. Facilitated meeting will go under new business for next time. We would have to talk about who selects the facilitator, who pays for it, dates, etc.
- Mrs. Otterbeck said overall we need to solve the underlying issues so we are on the same page. It is important.
- Dr. Hopson said if the school committee votes to do this and offers to pay for part of it, we would send out and invitation to the towns and see what they want to do.
- Mrs. Otterbeck asked where you would get a facilitator.
- Dr. Hopson said he isn't sure. Dr. Hemmen or DOR may know someone.
- Mrs. Winer asked where it will be.
- Dr. Hopson said this is all part of what we need to discuss.

#### **C. Blizzard Bags**

- Presentation was in the central office update. The results were very good. Higher % of parents who liked it were in the middle school and the lowest student was in the middle school. –Blizzard bags will go on the next agenda for school committee approval for next year. We are going with five again.
- Dr. Hopson talked to the Westfield superintendent. We have three schools coming out to talk about blizzard bags. He is doing a presentation at the Berkshire superintendent's meeting. He will be sending the presentation to DESE.

### **V. UNFINISHED BUSINESS/ACTION ITEM**

#### **A. Strategic Planning**

- Dr. Hopson shared the budget tab. We don't have any kind of cost, deadlines, or objectives. LTM will focus on finishing those tabs. This will also combine school goals, administration goals, 21<sup>st</sup> century skills, etc.
- Mrs. Crane is going to do another update on school committee goals. She hopes to have it ready for the first meeting in June. School committee should continue reviewing this plan

#### **B. 2017-2018 School Calendar** (link in central office update)

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the 2017-2018 school calendar.*

- Mrs. Papillon said there is only one parent teacher conference. Will there be an evening option this year.
- Dr. Hopson said yes there is only one and that teachers would have to agree to stay in order for there to be an evening option.

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the 2017-2018 school calendar.*

*Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

#### **C. Recommendation for approval of FY '17 third quarter transfers**

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the FY '17, 3<sup>rd</sup> quarter transfers.*

*Motion Carried (VOTE) Yeas 9 Nays Abstain 1 Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Terri, Lyndsey, Martha, Shirley, Michele

Abstain: Jeff

#### **D. Recommendation to approve School Choice for the 2017-2018 School Year**

*Mr. Damon made a motion seconded by Mrs. Foley to approve school choice for the 2017-2018 school year.*

- Mrs. Foley asked would you every not approve school choice?
- Dr. Hopson said there are some schools that have so many there is no room. And why would you take in \$5,000 when it costs \$11,000 to educate a student.

*Mr. Damon made a motion seconded by Mrs. Foley to approve school choice for the 2017-2018 school year.*

*Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

### **8:00 - VI. NEW BUSINESS/ACTION ITEMS**

**8:30 p.m.**

#### **A. Booster Club Advertising with Banners Request (Enc.)**

- Sean Foley is hoping to get business sponsors on the soccer fields, and maybe on the dugout for baseball. As it looks now, there will not be a Memorial Day tournament so they stand to loose about \$4,000. They pay out for scholarships, replace nets, buy bags, etc. with the money they make. These would be on the player's side of the fields only during each season.
- Dr. Hopson said so this is not to save the tournament.
- Sean said no, it is just to replace the money for the students.
- Dr. Hopson asked if we have a decision by the end of June that would be enough time.
- Sean said yes.
- Mrs. Crane said school committee was given our policy with Westfield's policy. She would like to have policy committee look at it quickly and then approve it by the end of June so the booster club has all summer. Currently the policy does not allow for it.
- Mrs. Winer asked about the tournament if it will ever come back.
- Sean said usually once a tournament stops they don't come back. They only have about 18 teams when they really need 30.
- Mrs. Winer asked what the down sides to doing this are. Why is the policy in place for now.
- Dr. Hopson said it was adopted in 1976 and updated in the last 15 years or so when schools were putting advertisements on busses. Westfield's regulations line up pretty good and outline what you can and cannot do.
- Mr. Wyand thought the Westfield's policy was pretty good and covered a lot. He didn't see anything in there about sponsorship. People are paying for the advertisement and there is nothing in there about the money aspect. We should put something in the policy.
- Dr. Hopson said that becomes more along the lines of regulations not the policy.
- Mr. Wyand said it is important to have a fee schedule.
- Sean said he would pick a common vendor for weatherproof banner. Some receive \$500 for an entire season. There are a lot of advertisers even in the country journal.
- Mrs. Crane said we will hold an evaluation subcommittee meeting from 6-6:30 p.m. and policy from 6:30-7 p.m. for this issue. Both meetings will be on 6/7/17.

#### **B. Recommendation regarding special education transportation**

- Ms. Fisk is recommending going with Van Pool. They they have held their prices for the next three years. She has had meetings and exchanged emails with the current vendor and they can't come close enough. Mr. Garivaltis has worked really hard with transportation to get the numbers down so we can do this. She is hoping to save enough money next year to buy a second van. She would like to suspend the two-meeting rule so they can order the vans. They do special pick-ups for us already.

- Mrs. Winer asked about the van we have right now.
- Mrs. Fisk said we are using it for work study. We may use it for the summer program this year.

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to suspend the two-meeting rule.*

*Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

*Mrs. Winer made a motion seconded by Mrs. Foley to approve Van Pool for our special education transportation contract.*

*Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

### **C. Wellness Center**

- Dr. Hopson said we can't continue to loose money. We will close sometime near the end of school. We will hold a membership drive. If we can reach 225 memberships we will open in September if we can't we would pull the plug and give the back the money. We can't use public money through the school system to support the gym.
- Mr. Damon suggests we talk the health center and Elisa Lake.
- Dr. Hopson said she comes to our health meetings. She has been made aware of that. The trick is to get the 225 memberships.
- Mr. Damon said most communities have a council for the elderly, we could contact them and put an ad in their news publication.
- Mrs. Papillon said Mrs. McVeigh mentioned that last time. Russell's newsletter goes to other people than just elderly.
- Ms. Fisk said if you have names of contacts they can be emailed to Mrs. Stewart.
- Mrs. Winer suggested having some sort of program for guidance on how to use the equipment.

### **D. Recommendation to adopt Section 21-22 of MGL 32B, thereby notifying union and bargaining groups of the intent to make benefit changes to the district's health insurance plans.**

- Mrs. Kuhn is on the board for Hampshire County Insurance. We have been doing well keeping the premiums down. The pharmaceutical industry is out of control and there is no cap. This would open up communications with the unions.
- Dr. Hopson said there will be a meeting with him, Mr. Shea, Russell, and Deb. There are various timelines that need to be followed once we vote.

### **E. Blizzard Bags**

- This will come up for a vote at the next meeting for next year.

## **VII. CONSENT ITEMS 4/26/17 (Enc.)**

*Mr. Damon made a motion seconded by Mrs. Papillon to approve the minutes of 4/27/17 subject to corrections.*

*Motion Carried (VOTE) Yeas 9 Nays Abstain 1 Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Lyndsey, Martha, Shirley, Jeff, Michele

Abstain: Terri

## **VIII. COMMUNICATIONS**

### **A. School Committee**

- Mrs. Otterbeck said the middle school play was great and well attended.
- Mrs. Foley said the sports banquet and brunch was great. There were 5 seniors who received scholarships.

### **B. Chairperson**

- Mrs. Crane said next time is the retirement reception. Mrs. Balboni sent out an email. Set up will start at 5:00. The reception starts at 6:00.

- The communications survey for parents, community, and staff, to fill out in process. This is to receive feedback about how we communicate in the district. The hope is to accentuate the ones that work well and check off the ones that don't work as well.
- Mrs. Foley asked if you have multiple roles, which survey should you fill out.
- Mrs. Long said there are numbers we need to reach for validity, so she would say we need more parents.

### C. Superintendent

Central Office Update (Enc.)

- Dr. Hopson said Mrs. Papillon did really well at trying to convince those at the Russell annual town meeting to vote for the above minimum. They put the amount they wanted to approve as the certified amount from the school and we are checking the validity of that. Monday's meeting is in Montgomery, Huntington and Chester are in June. Russell changed their meeting to the second Monday in June starting next year.
- Mrs. Papillon said there was discussion last year about changing the meeting last year too. They had NHS students watch kids on the playground, but it got cold quick.
- Mrs. Austin asked if Dr. Hopson and/or Ms. Fisk would be at the Montgomery meeting.
- Dr. Hopson will be there.
- Mr. Damon said usually the school budget arrives in 3 articles, if one is voted down it essentially votes down the budget. We know that but not all of the voters are aware.

### D. Business Manager – none

### E. Administration

- Mr. Finnie apologized for not being here for the senior gowns issue. They have asked if there was a way to change the tradition again. This is just a way for seniors to decorate their caps. This doesn't need a vote he just wanted to make school committee aware.
- Mrs. Crane asked if this is going to be year to year.
- Mr. Finnie said yes, this will probably go in the student handbook. It is becoming more common in surrounding schools.
- Mrs. Garfield thinks this is a little last chance for individual expression.
- Mrs. Long thanked everyone who gave on Valley Gives, we are expecting about \$4,000. There were not as many new donors as she hoped.
- Mrs. Foley said there are more and more non-profits participating in valley gives.
- Mrs. Long said she believes it does play a part. We started as one of 60 and now there are over 400. This Thursday is the high school concert, and next Thursday is Littleville's presentation

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## IX. COMMITTEE REPORTING

### A. Superintendent's Evaluation (a hard copy of survey materials will be handed out at the meeting)

- The survey is open now all you need to do is click the link on the central office update. Just a reminder that it will close shortly after the next meeting. Rubrics were included, minutes, etc. You will need to complete it within an hour.
- Mrs. Crane will send an email to Tara and Cara

### B. Legislative Liaison - None

### C. Policy Subcommittee - None

### D. Building Liaisons - None

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## X. OTHER BUSINESS/ITEMS FOR NEXT AGENDA

### Future Agenda Items

FY '16 Audit – May 24

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## XI. INFORMATION

### Information

Holocaust survivors share life stories with Gateway students

Eleven student inducted into NHS

Sports Banquet tickets still available

Third term honor roll for high school

'Peter Pan and Wendy' at Gateway Middle School  
 Superintendent's Corner April 4, 2017  
 Gateway town meeting dates  
 New (and returning!) donors sought for Valley Gives Day  
 Parents, staff & community surveys on Gateway communications  
 Elementary cafeteria managers earn certification  
 Gateway bands take top awards in Philadelphia  
 Gateway artists submit shoe contest entries  
 Gateway students a world away in Costa Rica  
 Superintendent's Corner April 28, 2017

**Warrant6**

AP#1076 \$133,903.30

PR# 20 \$341,884.65

AP#1080 \$82,379.88

AP#1083 \$48.68

**XII. EXECUTIVE SESSION - None**

A. Litigation: Kennedy, et al. v. Commonwealth of Massachusetts, et al. - No.:HSCV2014-00210

**XIII. ADJOURNMENT**

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to adjourn at 8:35 p.m.*

*Motion Carried (VOTE) Yeas 10 Nays Abstain Absent (Roll Call Vote)*

Yeas: Madelyn, Ron, Diane, Sarah, Terri, Lyndsey, Martha, Shirley, Jeff, Michele

Respectfully Submitted,  
 Stacy L Stewart,  
 School Committee Secretary