

**GATEWAY REGIONAL DISTRICT SCHOOL COMMITTEE**

**REGULAR MEETING MINUTES**

**WEDNESDAY, JUNE 20, 2018**

**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  
Aaron Welch  
Melissa Nazzaro

MIDDLEFIELD  
Sarah Foley

MONTGOMERY  
Madelyn Austin

RUSSELL  
Tara Balboni  
Sarah Page  
Lyndsey Papillon

SECRETARY  
Stacy Stewart

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

ADMINISTRATIVE COUNCIL  
Megan Coburn, Chs, Lit Principal  
Jason Finnie, High/Middle Principal  
Kurt Garivaltis, Pupil Services Director  
Deanna LeBlanc, High/Middle Assistant Principal  
Wendy Long, District Grant Writer  
Darlene Rehor, Elementary Assistant Principal

STUDENT REPRESENTATIVES

OTHERS: Liz Lafond, Pat Corriera, Darlene McVeigh, Amy Burnham, Ed Renauld, Linda Coffey.

The committee took a moment to honor Mr. Damon for his 27 years of service to the committee.

- Mrs. Crane spoke to honor Ron Damon for his time here as a teacher and a committee member. She appreciates the contribution to the children of the hilltowns.
- Dr. Hopson said we are going to miss you. He had enjoyed working with him for over 25 years. It was interesting when he was a chair. He has been supportive of the kids, and the district. He thanked him.
- Ed Renauld, Chair of Huntington selectboard, thanked Ron for his service to the town and to the committee. He also thanked the other members.

Mrs. Crane opened the meeting at 7:00 p.m.

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

---

**III. STUDENT COUNCIL INPUT - None**

---

**IV. PRESENTATIONS/REPORTS/RECOGNITION**

**A. Self Evaluation Overview – Pat Corriera**

- Pat Corriera from MASC went over the highlights of the self evaluation showing significant progress since 2016.
- Liz Lafond said she came in not knowing much about Gateway. She is a former school committee member from Hatfield. She is impressed with the growth. The committee did really well in governance and the commitment to one another on the committee. There are obviously some new members with the 4's in operations. It says some new members need some training. Member relations - it is not always easy to get everyone to work together it is clear the committee is doing this well. Committee/Superintendent relations were a very good area. Strategic planning/fiscal shows Gateway has dwindling numbers, yet students continue to achieve. The sports teams are good. It speaks a lot of the work ethic. Kids at Gateway continue to shine, whether they are winning or losing. Community relations was very good, except for maybe new members again.
- The Committee is clearly performing well in many places. They should continue to work on operating protocol. Liz said MASC said they should probably tap some of the members for panels for their conferences. It takes a commitment and time. It's beyond the voters to do what is best for the kids.
- Mrs. Crane said we have had a great attendance usually, but we are a little lop-sided tonight.
- Mrs. Corriera asked if the committee has discussed additional goals.
- Mrs. Crane said we will be talking about goals and strategic planning. She and Dr. Hopson have put together a proposal. We are finally getting around to doing it at the right time. Even though it was a lot just finishing the superintendent's evaluation and it was a lot of surveys.
- Mrs. Corriera said budget is always a goal. You work on the budget every year.
- Mrs. Crane said it is well organized as you can see from the strategic plan document. We have a nice template to work with in the future.
- Mr. Corriera asked Dr. Hopson about the ongoing process.
- Dr. Hopson said we have been working to pull together, his goals, school committee goals and district goals and bring them all together. This has been the best budget year we've had in a long time thanks to the town officials as well. The leadership will be talking about some over arching goals like whole child.
- Mrs. Crane said sometimes it's okay to say this is a continuing goal.
- Ms. Fisk asked if they sit on a panel do they go for free.
- Mr. Corriera said this is the first time she had a committee who put the work in, stuck with it and got it.
- Mrs. Crane said she appreciates the kind words she had to say about Gateway Kids. She thanked them both for their supportive words.

#### **B. Strategic Planning update – Leadership Team**

- Mr. Finnie said since goals and strategic Plan and whole child go together, Mrs. LeBlanc will go over that.
- Mr. Finnie said NEASC is next fall. It is scheduled for the 28-31 of October. The big date is October 28. It's a Sunday with an afternoon of meetings.
- Mrs. LeBlanc said they set goals – Comprehensive course offerings. Identifying needs (student assistance team), celebrating student achievements. She spoke of success stories, Explicit Instruction, Getting to “we not me” (meeting coming concerns, determine areas of the school, meeting to identify common expectations, share it out) Culture shift and last, goals for next year – Literacy action plan, “we not me” implementation.
- Mr. Finnie said a lot is linked to ILP program. MS will be approached from the guidance angle.
- Mrs. Austin said you said you were going to test them to see where they are at.
- Mrs. LeBlanc said it will start at the 6<sup>th</sup> grade and a consultant is coming in.
- Mr. Garivaltis gave PSV Highlights. They work hard on best practice and inclusion (including kids with a disability with their peers with everything). Two years later 80% are full inclusion. They held extensive training on inclusion in 2017. In 17-18 staff was trained in social emotional support. In 18-19 they will make a more significant push K-2 for more inclusion and full inclusion in 6, 7, and 8. A transition program was created for the life skills program. We currently have 7 kids out in different work sites - Rapids, Country Store, Gateway Farm and Pet, and Walker Brook. An evaluation, modeled after the state model was created for paraprofessionals. Specialized programming and staff have done an excellent job supporting kids with needs. We had no outplacements this past year.
- We are creating a full day preschool program. There has been a shift in Chester from half day to full day. The one in this building is also full day and eventually we hope to create a vocational program with high school kids. We are providing 15 slots at Chester, 16 at this program, and 15 in the morning and 14 in the afternoon at Littleville. All programs are inclusive.
- Mrs. Balboni is so excited. So many kids are coming in not prepared. This feels like the right push.

- Mrs. Coburn talked about Literacy. In late fall to winter we secured a literacy consultant. She met with administration and staff to get a feel for our needs and concerns. A broad survey went out to staff. She took all that information, went through classrooms and did classroom observations, and put together the findings - what is going well what is not, style of staff, and what programs are we using/should be using. They looked at the next steps needed to work within our budget and choose priority areas. The high middle needs to continue implanting an evaluation. At the elementary there is not enough instruction of basic phonics and there is no scope and sequence in place. Project Read is the best way for us to go. Will be training our K-2 staff in August for two days.
- Dr. Hopson said these are just three parts of the strategic plan. Two pieces of the strategic plan are school committee driven budget and committee goals. If you have any questions, the experts are here. There was nothing in this that had to do with Literacy, and we ended up needing it, so it in there now.
- Mrs. Crane feels like things are lining up and coming together.

#### **7:45 V. UNFINISHED BUSINESS/ACTION ITEM**

##### **A. School Committee Self Evaluation Review and Planning 18-19**

- Dr. Hopson said school committee might want to reflect on the information Pat and Liz shared tonight and see how we might be able to add goals around protocol and process. A lot of the goals from Dr. Hopson and Mrs. Crane will roll over. He said the committee should be proud of themselves as Pat and Liz said.

##### **B. Approval of Superintendent's Evaluation Summary**

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the Superintendent's Evaluation Summary*

*Motion Carried (VOTE) Yeas 8 Nays Abstain 1 Absent (Roll Call Vote)*

Yeas: Madelyn, Tara, Ron, Diane, Sarah F., Lyndsey, Martha, Michele  
Abstain: Sarah P.

##### **C. Approval of Student Activity Accounts**

*Mrs. Otterbeck made a motion seconded by Mrs. Papillon to approve student activity accounts.*

*Motion Carried (VOTE) Yeas 8 Nays Abstain 1 Absent (Roll Call Vote)*

Yeas: Madelyn, Tara, Ron, Diane, Sarah F., Lyndsey, Martha, Michele  
Abstain: Sarah P.

##### **C. Approval of National School Lunch Program**

*Mrs. Papillon made a motion seconded by Mrs. Balboni to approve participation in the National School Lunch Program.*

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

#### **VI. NEW BUSINESS/ACTION ITEMS**

##### **A. School Committee Goals for FY 19 and Evaluation Process**

- Ms. Crane said the goal document was slightly updated. She asked if anyone have any questions or additions. She would like everyone to take a look at the document and see how we can tuck in the self evaluation items.
- Dr. Hopson said even on the not good points we are stronger than a lot of committee's good rates.
- Mrs. Crane said it is nice to hear from others we are doing a great job.
- Mrs. Foley asked if we required to complete a self evaluation.
- Dr. Hopson said there are no regulations, but it is a good idea.

##### **B. Budget Transfers**

- Ms. Fisk said the budget looks solid. She went over the amounts. We will lower the assessments to the towns by about \$103,000. There won't be as much of a gap with Russell and it will change the amount Chester is giving. We will send out new assessment letters to the towns right away.
- Ms. Fisk said the next page is transfers. She thought we were all set, but we had a staff member resign. This is just to clean up accounts. The biggest change was supposed to be the increase in insurance, but the GTA put a stop to it. There is a slight increase in motor vehicles acquisitions. We purchased a new bus for field trips, sports events, etc. We now have a fleet of 5 buses. We save money on insurance with a fleet. She asked to waive the two meeting rule so she could clean things up and get the 4<sup>th</sup> quarter report done.

***Mr. Damon made a motion seconded by Mrs. Balboni to waive the two meeting rule to approve FY '18 and FY '19 Budget Transfers.***

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

***Mr. Damon made a motion seconded by Mrs. Otterbeck to approve the FY '18 and FY '19 Budget Transfers.***

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

***Mrs. Otterbeck made a motion seconded by Mrs. Foley to suspend the two meeting rule to vote the decrease in assessments and return money to the towns.***

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

***Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the decrease in assessments and return money to the towns.***

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

## **VII. CONSENT ITEMS 6/6/18 (Enc.)**

***Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve the minutes of 6/6/18.***

***Motion Carried (VOTE) Yeas 8 Nays Abstain 1 Absent (Roll Call Vote)***

Yeas: Madelyn, Tara, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

Abstain: Ron

***Mrs. Balboni made a motion seconded by Otterbeck to go into executive session for the purpose of Union Negotiations – Café, Non-union Negotiations, and Approval of Executive Session Minutes: 11/17/14, 3/25/15, 2/24/16, 5/25/16, 6/8/16, 6/22/16, 10/12/16, 10/26/16, 11/9/16, 12/14/16, 1/11/17, 2/8/17, 3/8/17, 4/26/17, 9/13/17, 9/27/17, 10/11/17, 10/25/17, 11/8/17, 12/13/17, 1/10/18, 1/24/18, 2/14/18, 3/28/18, 5/9/18, 5/23/18, to return to open session.***

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

Went into executive session at 8:00 p.m.

Returned to open session at 8:15 p.m.

*Mrs. Otterbeck made a motion seconded by Mrs. Foley to approve a 2.5% increase for all non-union and administrative employees minus the superintendent.*

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

## **VIII. COMMUNICATIONS**

### **A. School Committee**

- Mrs. Foley said Gateway had five students attend girls' state and boys' state.
- Mrs. Long said we have alumni on the staff.

### **B. Chairperson**

- Mrs. Crane reminded everyone that we will reorganize at the next meeting and for members to think about what subcommittees they might want to serve on.

### **C. Superintendent**

Central Office Update (Enc.)

### **D. Business Manager - None**

### **E. Administration - None**

### **F. Town - None**

## **IX. COMMITTEE REPORTING**

### **A. Superintendent's Evaluation**

- Next meeting July 11, 2018

### **B. Legislative Liaison - None**

### **C. Policy Subcommittee**

- Tonight's meeting was cancelled.

### **D. Building Liaisons**

- Mrs. Crane asked everyone to consider whether they wanted to do this again.

## **X. OTHER BUSINESS/ITEMS FOR NEXT AGENDA**

### **Future Agenda Items**

## **XI. INFORMATION**

### **Information**

Annual sports banquet held at Gateway  
 Gateway Sr. Awards Listing  
 Gamble is Golden for Gateway  
 "Y's Kids" after school offered at Gateway Middle School  
 Superintendent's Corner June 1, 2108  
 Holocaust survivor speaks with Gateway world studies classes  
 First graders study with Arcadia Wildlife educator

The warrant signing committee had reviewed the following warrants, found them to be in order, and approved them.

### **Warrants**

AP# 1096 \$155,437.89

PR# 025 \$382,165.84

AP# 1098 \$109,806.79

PR# 25.1 \$4,196.80

**8:35-9 p.m. XII. EXECUTIVE SESSION**

or earlier

*Mrs. Balboni made a motion seconded by Otterbeck to go into executive session for the purpose of Union Negotiations – Café, Non-union Negotiations, and Approval of Executive Session Minutes: 11/17/14, 3/25/15, 2/24/16, 5/25/16, 6/8/16, 6/22/16, 10/12/16, 10/26/16, 11/9/16, 12/14/16, 1/11/17, 2/8/17, 3/8/17, 4/26/17, 9/13/17, 9/27/17, 10/11/17, 10/25/17, 11/8/17, 12/13/17, 1/10/18, 1/24/18, 2/14/18, 3/28/18, 5/9/18, 5/23/18, to return to open session.*

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

- A. Union Negotiations – Café
- B. Non-union Negotiations
- C. Approval of Executive Session Minutes: 11/17/14, 3/25/15, 2/24/16, 5/25/16, 6/8/16, 6/22/16, 10/12/16, 10/26/16, 11/9/16, 12/14/16, 1/11/17, 2/8/17, 3/8/17, 4/26/17, 9/13/17, 9/27/17, 10/11/17, 10/25/17, 11/8/17, 12/13/17, 1/10/18, 1/24/18, 2/14/18, 3/28/18, 5/9/18, 5/23/18 (Enc. For school committee only)

### XIII. ADJOURNMENT

*Mr. Damon made a motion seconded by Mrs. Otterbeck to adjourn at 8:33 p.m.*

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

Yeas: Madelyn, Tara, Ron, Diane, Sara F., Sarah P., Lyndsey, Martha, Michele

Respectfully Submitted,  
Stacy L Stewart  
School Committee Secretary