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SCHOOL COMMITTEE MEETING
WEDNESDAY, DECEMBER 17, 2014
TOWN HALL AUDITORIUM

1. Call to order: 7:03 P M.
Present: Michael Niles, Susan Burdsall, Dawn Harris
Salah Khelifaoui-Superintendent
Mark Chapulis-TMS/Business Manager
2. Citizen Questions and Comments: none
3. Correspondence and Announcements: The Band concert is at 6:30 PM tomorrow at the High School auditorium. All school buildings will be closed for the 2 week holiday vacation to save energy; all sports practices will be at Toy Town Elementary. The Central Office will be open. Nina Schlikin noted this is her last meeting for 6 months while she works at the DOE starting January 5, 2015 She thanked Superintendent Khelifaoui for allowing this opportunity.
4. Student Recognition: Memorial-Reagan Kelley, 2nd grade; Maria Vecchiarello, 5th grade; Murdock Middle School-Jeremy Bitter, 8th grade; Murdock High School-Myranda Bishop, 12th grade; Murdock Academy-Arianna Bouzy, 10th grade. Len Mackey noted there was a great Chorus concert with 119 participants.
Student Representative: none

5. Superintendent Report: N. Schlikins' leave of absence is an unpaid leave. Michelle Atter will be acting Principal at Memorial during that time and Jane Ripley will be acting Vice-Principal. The concert was heavily attended; the music department is bearing the fruits of recent restructuring. The district received good reviews regarding what has been done with past funding from Robinson-Broadhurst and the Murdock Trust at the luncheon and presentation. The event was not funded by the district; all food and school employees time was donated. The FY16 budget discussions start tomorrow with the Administrators and will continue in January. He met with the WTA to discuss the new policy regarding the After School Program. A task force formed of Valerie Miller and Jennifer Haddad (administration) and D. Harris (school committee) will analyze and review the new policy and suggest any revisions. Business Office Report: M. Chapulis reviewed the school department expenditures to date. He will be recommending transfers. The district has outsourced the payroll function from Munis to Harpers Payroll Service; current expenditures are not reflected in these figures. Regular expenditure reports from the payrolls as they are processed should reflect correct pay grades, DESE codes and account numbers by 12/25/14. The procedure to charge items to Circuit Breaker was reviewed. Bids for electricity and oil as part of the French River Collaborative will go out soon for the FY16 budget. The transportation contract expires June 30, 2015; discussions with local district are underway to coordinate a transportation bid for FY16.

Donna Allard, Town Accountant and Callie Beaton, Asst. Town Accountant, noted M. Chapulis addressed some of their concerns. D. Allard recommended, as CFO of the community, to bring payroll in house/in town to make a central location and to minimize processing issues. She explained the issues encountered to date and the recommendations regarding timesheets. She stressed the importance of and need for current figures to submit to the state on a monthly basis. S. Burdsall noted the new quarterly meeting with the joint committees should improve the level of communication. M. Chapulis stated the correct figures will be in the district budget spreadsheets. S. Khelifaoui noted the CEO of the school

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system should be informed of the issues before they are brought before the school committee. S. Burdsall stated the daily operational and budget concerns should be conveyed in a professional and appropriate format and reviewed by a certain process. The committee is not involved with day to day operations or oversight. She agreed that too many details are revealed at public meetings and that complete follow through on emails is needed. She suggested the town accounting office and the district business management office meet weekly to share information and document and resolve concerns. D. Allard stated there is constant communication and voiced surprised the district was unaware of the payroll issues since they are generated from that office. S. Khelfaoui stated again that he was not informed in a timely manner about continuing issues. M. Niles stopped the discussion stating the matter was an operational issue and not under committee purview. He suggested the issues be documented on paper, distributed to the proper people with a cc to the school committee for information purpose. S. Khelfaoui noted he had suggested centralizing payroll several years ago. After further comments from attendees, M. Niles again stopped the discussion and stressed the need for documentation. TMS and the Town Accountant tentatively planned to meet weekly starting in January, 2015.

6. Old Business:

A) Minutes Discussion-M. Niles reviewed the approval and release of minutes; noting the Central Office maintains a paper binder of same as required by law. He again suggested an electronic backup within that office as well as posting agendas and approved and released minutes on the district website by June, 2015. He noted there is no statute requiring released minutes to be supplied to the Town Clerk. The district policy requires a "keeper of records" and specifies the Superintendent. Courtesy copies had been provided to town hall for many years previously; the practice will be resumed. He reviewed the process for requesting copies of minutes, noting larger requests must be in writing. A periodic review of "held" minutes to review and release will occur. The policy will be reviewed when the new CO secretary is hired. S. Khelfaoui stressed the fact that 2 years of minutes were never missing from CO.

7. New Business:

A) Budget Time Line FY16-The department head letters will go out this week. J. Kreidler, Town Manager, noted the transportation RFP's will go out by the end of January and be returned by the end of February. He will use the current figure as a placeholder. Special Ed. Director C. Landanno can provide that departments' number by mid January

B) Policy GCCD-Domestic Violence Leave Policy-1st Reading-D. Harris read the policy in its entirety. S. Burdsall noted the policy sub-committee recommends the policy should read **unpaid** leave of absence. The employee must exhaust all other leave, similar to the current Family Leave Act Policy. The sub-committee also recommends to strike "unless the employer waives the requirement". M. Niles voiced great concern regarding the sensitive nature of the required documentation and who would review or have access to it. The committee will ask MASC for guidance. M. Niles noted input from district employees and the community is welcome. S. Burdsall moved to accept as first reading. Second by D. Harris. Approved 3-0-0. Paperwork and discreet procedures will be developed to implement the policy Approved 3-0-0.

8. Consideration of Minutes of Previous Meetings Not Yet Approved or Released:

A) March 3, 2011-Executive Session-(to release)-S. Burdsall moved to release. Second by D. Harris. Approved 3-0-0.

B) October 23, 2014-Regular Session-Correct date in Agenda item 8 C) to August 21, 2014. S. Burdsall moved to approve as amended. Second by D. Harris. Approved 3-0-0.

C) October 23, 2014-Executive Session-S. Burdsall moved to table to the January 8, 2015 meeting. Second by D. Harris. Approved 3-0-0.

D) November 20, 2014-Regular Session-D. Harris moved to approve. Second by S. Burdsall. Approved 3-0-0.

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9. Questions and Comments by Members: S. Burdsall thanked the TMS team for their patience and hopes a more collaborative processes can be formed. M. Niles extended best wishes to Nina Schlikin in her new position with the state. He noted the great, positive changes at Memorial and hopes she comes back. He recognized the story written by Ms. Lyons' 1st grade class that was given to the committee. He wished everyone a happy holiday and hopes for new attitude in the new year.

10. Other: none

11. Future Agenda Items:

- A) Guidance Department Review
- B) Negotiation Strategy Meeting
- C) Policy GCCD-Domestic Violence Leave Policy-2nd Reading
- D) Minutes-October 23, 2014-Executive Session
- E) CAPS Director Presentation -January, 2015
- F) Mr. Gould/Monty Tech -Quarterly Report and introduction of the new Superintendent
- G) School Committee Workshop on a Saturday

12. Executive Session: none

13. Adjournment: 9:03 P.M. S. Burdsall moved to adjourn. Second by D. Harris. Approved 3-0-0.

Respectfully submitted: _____
Barrie E. Martins, School Committee Recording Secretary