

APPROVED

March 4, 2020

SCHOOL COMMITTEE MEETING

The March 4, 2020 School Committee (SC) meeting was called to order by Brett Argall at 7:00 PM. He reported that the meeting is being broadcast live and recorded for future rebroadcasting.

School Committee Members present: Brett Argall (Chair), Lisa Brown (Secretary), Becky Charniak, Kelli Grady (Vice Chair)

School Committee Members Absent: Julie Moulder

Non-Voting: Business & Operations Manager Cortney Keegan, Superintendent Kevin Maines

Pledge of Allegiance

Student Representative Report

Will Champagne of DHS joined the meeting and reported on the hockey co-op, the Student Council Hyannis trip, early college planning night, voter registration drive, Junior Job Shadow Day, Athletic Boosters mattress sale, AP Chemistry and AP Biology mock exams, and Tiger Jam.

Public Comment & Communication

There was no comment.

-Ms. Charniak made a motion to take the agenda out of order. Ms. Grady seconded the motion. Vote: Aye-4

DES-School Community Garden

MacKenzie Johnson, Anna Freeman and Torynn Giunta of DES joined the meeting to ask permission to start a DES garden. The garden would consist of 8 raised beds located near the cafeteria window. Photos of the location were presented. Each grade would have its own section and decide on what to plant. The plants' life cycles would be studied. The PTA will assist with finances for materials.

Mr. Bell joined the meeting and commended the girls for their initiative.

Mr. Argall recommended erecting a fence around the garden. Superintendent Maines suggested that the DHS Manufacturing class could build the beds.

Ms. Grady asked about the plans for the produce. The girls replied that some of the food would be given to the school cafeteria.

Superintendent Maines explained that they are looking to create a community garden at DHS.

-Ms. Charniak made a motion to approve the establishment of a community garden on the property of the Douglas Elementary School to be under the supervision of the building principal. Funding and maintenance of this community garden will be based on fundraising and volunteers, including the Douglas Extended Year program. There is no cost to the district associated with this program. Ms. Brown seconded the motion. Vote: Aye-4.

Old Business/New Business

Old Business: There was no old business.

New Business: There was no new business.

Superintendent's Report

Information that was distributed on Novel Coronavirus

Superintendent Maines stated that a letter went out to parents with information from the Center for Disease Control and the Dept. of Health on good hygiene practices, how to protect yourself from the

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coronavirus, and what the district would do if a student or staff member displayed symptoms of the coronavirus.

Governor Baker has issued a request to suspend all upcoming international school trips, and there is concern regarding any student/staff who has travelled internationally recently. The district does not have any international school trips planned for April vacation, and no one has informed the district that they have travelled internationally recently.

The district is looking to close their buildings to activities by 8:00 PM in order for the buildings to be sanitized. Superintendent Maines has asked the principals and secretaries to look at their Facility Use Requests to see if any requests conflict with the 8:00 PM closing. He spoke about the status of the district's supplies. A discussion was held.

Ms. Grady asked if the Disney trip would be affected. Superintendent Maines stated that there has been no information about restricting domestic travel.

Options for making up school days should school be closed due to the coronavirus were discussed.

Mr. Argall suggested that an email be sent to DMS and DHS families.

Ms. Keegan stated that Tellstone has told all their drivers to wipe down all the bus surfaces every day.

New District Job Descriptions

Superintendent Maines has given all appropriate proposed new job descriptions to the Douglas Teachers Association (DTA) to review. Once the descriptions are finalized, they will be brought to the SC for review.

Class of 2020-List of Colleges

Superintendent Maines presented a list of colleges to which this year's seniors have been accepted. This list will be in the blog and on the webpage.

Mr. Argall asked that this information be added to the DMS blog.

Rural Aid Submission

Superintendent Maines stated that Douglas received a grant of \$47,130 from the State to improve rural regionalization efficiencies. This money will be used to replace the desktops at DHS.

DPS-LED Lighting & DPS/DES Key Repairs

Superintendent Maines stated that most everything has been completed and should be 100% completed by the next SC meeting.

Condition of Softball Field

Superintendent Maines stated that the softball field needs repairs. It is not graded properly, does not drain properly, and was rendered virtually unusable last year. The repairs are estimated to cost \$14,000. The Town Administrator is aware of the issue.

Ms. Keegan stated that today she gave Jeff Kollett authorization to spend the \$14,000 from the School Choice Account as considerable savings were achieved by Mr. Kollett doing the fertilization himself. The school will purchase the supplies, which will save money as well. The work will take 2-3 days to complete.

The infield of the DHS baseball field needs repair.

Project Lead The Way Convening Report

Superintendent Maines stated that he, Mr. Bell, Mr. Moniz, Mr. Romano, and Mr. Gionet attended the convening yesterday. Mr. Bell joined the meeting and spoke about the convening. Superintendent Maines spoke about the plans to extend STEM through to elementary school.

School Committee & Sub-Committee Report

Negotiations Sub-Committee

Mr. Argall stated that negotiations with the DTA are ongoing. There is a meeting scheduled for tomorrow and a meeting with the DTA scheduled for Monday.

Accounts Payable Report

Ms. Brown stated that on 1/30/20 she signed 9 batches totaling \$2,431.44, on 2/6/20 she signed 10 batches totaling \$237,154.28, on 2/13/20 she signed 5 batches totaling \$141,10.11, and on 2/20/20 she signed 7 batches totaling \$80,037.09.

Consent Agenda

Minutes: February 5, 2020

-Ms. Grady made a motion to approve the February 5, 2020 School Committee meeting minutes as presented. Ms. Brown seconded the motion. Vote: Aye-4.

2020-2021 School Year Calendar

Superintendent Maines stated that the half day on 9/16/20 needs to be changed to 9/11/20. They are still looking to add two more half days and the calendar does need to be approved by the DTA. A discussion was held.

-Ms. Charniak made a motion to approve the Douglas Public Schools 2020-2021 School Year Calendar as discussed this evening. Ms. Grady seconded the motion. Vote: Aye-4.

School Choice Participation Vote

Superintendent Maines explained that a vote is needed to remain a School Choice district. A discussion was held, including enrollment numbers.

-Ms. Grady made a motion to declare that the Douglas Public Schools will be open to School Choice participation for the 2020-2021 school year. The School Committee reserves the right to make formal declarations on specific grades in schools for which School Choice may not be available to accepting School Choice students based on existing student enrollments. This vote only serves to declare that the Douglas Public Schools will participate in School Choice. Specifics on participation will be determined by public votes of the School Committee during the summer months, and the district will not accept School Choice students beyond October 1, 2020, at the latest. Ms. Brown seconded the motion. Vote: Aye-4.

School Business and Operations Manager Report

Transfers and Reclassifications

Ms. Keegan presented the transfers.

-Ms. Charniak made a motion to approve Douglas Public Schools FY2020 General Fund Budgetary Transfer request #4 as presented by the Business Manager for the School Committee meeting dated March 4, 2020. Ms. Grady seconded the motion. Vote: Aye-4.

Ms. Keegan presented the reclassifications.

-Ms. Grady made a motion to approve Douglas Public Schools FY2020 Reclassification #4 as presented by the Business Manager for the School Committee meeting dated March 4, 2020. Ms. Brown seconded the motion. Vote: Aye-4.

Ms. Keegan presented the reclassification for the tree claim.

-Ms. Charniak made a motion to approve Douglas Public Schools FY2020 Reclassification #5 as presented by the Business Manager for the School Committee meeting dated March 4, 2020. Ms. Grady seconded the motion. Vote: Aye-4.

FY2019 DESE End of Year Report Audit

Ms. Keegan presented the report from Melanson and Heath. There were no incidences of noncompliance. She gave the background on the reports and procedures.

FY2020 General Fund Budget Report

Ms. Keegan presented the report. She stated that the General Fund Operating budget is 97.96% used, which includes all salary encumbrances. Transportation has an unencumbered balance due to changes in Special Education Transportation.

Other Topics

Superintendent Maines stated that new forms will be used next year. He presented a list of the forms.

Superintendent Maines asked for approval to explore and move on securing a long-term, full-time temporary appointment of a team chair position for the district due to a long-term health absence. It may not be necessary, however he feels it is best to be pro-active. A discussion was held.

-Ms. Brown made a motion to explore, and possibly approve, a long-term temporary appointment of a full-time team chair position for the district for the remainder of the school year. Ms. Grady seconded the motion. Vote: Aye-4.

Phil Landry of 15 Fairway View Drive joined the meeting regarding the permission slip for the fan bus for the hockey game in Fitchburg tonight. The form that his son brought home was an indemnification form, which, he stated, realistically absolves all culpability from all future, past and present actions. Mr. Landry feels this is extreme for a bus ride. Superintendent Maines explained that since the bus was voluntary, and Mr. Landry's son was not required to go, then the School is under no obligation. The form was provided by the School's lawyers and has been in use at least as long as Superintendent Maines has been "here".

Superintendent Maines stated that the bus company's liability is not waived. Mr. Landry said that the form states that liability is waived for all vendors and affiliates. Superintendent Maines sent a copy of the form to the lawyer today to see if there should be any revisions. Superintendent Maines will ask Mr. Romano to provide the lawyer's feedback to Mr. Landry.

Executive Session

-Ms. Charniak made a motion at 8:39 PM to go into executive session for the purpose of discussing a personnel matter because the open meeting would have a detrimental effect on the bargaining or litigation position of the committee. When the Executive Session is concluded, the public session will be adjourned and there will be no further public business conducted this evening. Ms. Grady seconded the motion. Roll Call Vote: Brett Argall – Aye, Lisa Brown – Aye, Becky Charniak – Aye, Kelli Grady – Aye.

Respectfully Submitted,

Mary Wright
Recording Secretary