

**GROTON-DUNSTABLE REGIONAL SCHOOL COMMITTEE**

High School Library  
Business Meeting Minutes  
October 3, 2012

*approved as amended  
10/17/12*

**PRESENT:**

Mr. Luis DeLoureiro, Secretary  
Ms Berta Erickson  
Mr. John Giger, Vice-chair  
Ms Leslie Lathrop  
Ms Alison Manugian, Chair  
Mr. Jon Sjoberg

**ABSENT:**

Mr. Jim Frey

**ADMINISTRATION:**

Dr. Anthony Bent, Superintendent  
Mr. Gerald Martin, Director of Business and Finance  
Ms Kerry Clery, Director of Teaching, Learning and Accountability  
Ms Jeanne Mitchell, Human Resources Manager

**STAFF, PRESS, OTHERS:** P. Comtois, Groton Landmark; M. Mastrullo, A. Bettencourt, C. Burke,  
See attached sign-in sheet

**I. Call to Order:**

**A. Vote To Enter Into Executive Session**

The GDRSC Meeting was called to order at 6:30 p.m. The committee unanimously voted by roll call to enter into Executive Session for the purpose to discuss strategy with respect to collective bargaining or litigation if an opening meeting may have a detrimental effect. Collective bargaining may also be conducted in accordance with M.G.L. Chapter 30A, Section 21a-3.

**B. Reconvene in Regular Session**

The GDRSC Meeting reconvened in open session and was called to order at 7:26 p.m. by the chair, A. Manugian.

**II. Pledge of Allegiance - Fourth Grade Students from Florence Roche School**

Diane Roundtree introduced Jacob Figueroa and Jessie Trimper, who led the Pledge of Allegiance. She said Jessie is one of eight children and was very welcoming to new students and offers help whenever she can. Jake is a leader in the classroom and is a responsible and motivated student. She said she is proud of both of them.

Jake told committee members his favorite subject is math and he is enjoying learning about patterns and relationships between numbers and finding factors in multiples. His class is also learning how to make change. Jessie said her favorite subject is science and she is learning how geologists study rocks.

### III. Announcements

Kerri Figueroa announced GDEF (Groton-Dunstable Education Foundation) is holding their third annual Octoberfest 5K Road Race/Walk on Sunday, October 14<sup>th</sup>, with the walk beginning at 8:30 a.m. They have secured several business sponsors throughout the community and there will be live music, activities for kids and food will be provided by the Main Street Café.

Applications for GDEF's fall mini-grant cycle must be received by October 26<sup>th</sup>. They will be considering enrichment programs of \$500 or less.

J. Giger announced he and his wife will be walking the 5K again this year and he will put any school committee member's name on the back of his t-shirt in return for a donation to GDEF that is equivalent to the registration fee.

A. Manugian announced there is no school Monday because of Columbus Day and Tuesday because of a curriculum day. This week is Pink Week at the high school in awareness of breast cancer.

#### A. Memorandum of Understanding (MOU) - Dr. Bent (Action)

Dr. Bent stated the Department of Elementary and Secondary Education developed an evaluation system and all Race to the Top districts must implement the new system this year. Last week, the GDEA voted to adopt the contract language recommended by the Department of Education and the majority voted in favor of the MOU. The evaluation of professional educators in Massachusetts is the subject of collective bargaining. The DOE put forward a substantial document and asked districts to adopt, adapt or revise the recognized language. The GDEA adopted the language from the Department of Education with some adjustments as stated in the MOU.

K. Clery stated an education evaluation working group of four educators, four administrators and central office administration has been established and they worked hard over the summer to figure out the logistics of the pieces of the model contract language recommended by the state. Moving forward, they will be looking at the model contract language and filling in the time pieces based on the MOU.

**B. ERICKSON MOVED THEY AFFIRM THE MEMORANDUM OF UNDERSTANDING AND UNDERLYING MASSACHUSETTS MODEL SYSTEM FOR EDUCATOR EVALUATION. SECONDED BY J. GIGER SO VOTED IN FAVOR UNANIMOUSLY**

#### B. Advanced Placement Results 2011- 2012 - Principal Mastrullo (Informational)

Principal Mastrullo announced the Call to Excellence is an annual event in Groton-Dunstable. This year, Chris Harren, a former professional basketball player who grew up in Fall River, will be coming to speak about his struggles with addiction. The Groton Trust is financing a large portion of the event which will be held in the PAC on October 30<sup>th</sup> from 6:00 to 8:00 p.m.

M. Mastrullo explained Advanced Placement (AP) college-level courses and exams afford students the opportunity to earn college credit and placement out of introductory university courses. Students earn a score ranging from 1 to 5, with 1 being the lowest, and typically, a score of three or better will be accepted by a university as a college credit. He noted the exam is the same no matter where it is taken. The Advanced Placement Program provides more than thirty-four courses to choose from and provides a unique and challenging experience that will help students prepare for, and succeed in, a college environment.

Three hundred and seven exams were administered and 87% of the students scored a 3 or better. Slides providing a breakdown by academic department and individual class were shown as were slides containing a pie chart that provided data on the number of students scoring 1-5. This data was also presented in the form of a percentage. All thirty-seven students scored a 5 on the calculus exam.

Fourteen students took the World Language exam and the scores were lower than they had hoped. M. Mastrullo said this exam is considered one of the hardest because it has 4 levels - interpersonal, interpretive, presentational and language. Thirteen students took the Spanish exam and one took the French exam. He said they would like to improve the feeder program at the middle school. B. Erickson pointed out foreign languages have taken the largest hit when it came to budget cuts over the past few years. M. Mastrullo said they need a K-12 approach, vertical teaming and an investment in professional development.

With the great scores in math and physics, L. DeLoureiro said it is worth reviewing to see what worked. M. Mastrullo said Leslie Rounsaville has built a very successful math program. J. Sjoberg said math and science in the middle school are fantastic.

M. Mastrullo said the total number of AP students increased 100% from 2008 to 2012 and the scores have stayed the same. The number of exams also increased 100%. It was noted the students are predominantly seniors but there are a few juniors. It was also noted that not all students in an AP class take the AP exam. He said the credit for the great scores goes to the students and teachers.

#### **IV. Approval of Minutes**

B. ERICKSON MOVED TO APPROVE THE BUSINESS MEETING MINUTES OF SEPTEMBER 12 , 2012.  
SECONDED BY J. SJOBERG  
**SO VOTED IN FAVOR UNANIMOUSLY**

#### **V. Vote to Accept Warrant Articles**

A. MANUGIAN MOVED THE COMMITTEE ACCEPT ONE PAYROLL WARRANT TOTALING \$836,869.54 AND FIVE VENDOR WARRANTS TOTALING \$1,114,910.75. SECONDED BY L. DELOUREIRO  
**SO VOTED IN FAVOR UNANIMOUSLY**

#### **VI. Questions and Comments from the Public**

None

#### **VII. Presentations**

##### **A. NESDEC (New England School Development Council) Superintendent Search - Dr. Arthur Bettencourt and Carolyn Burke**

A. Manugian explained the district used NESDEC for their last search and they were a tremendous help with the process.

Dr. Bettencourt distributed packets that included a draft timetable, a guide for community forums, a candidate profile, information on a screening committee, an application form and a copy of the district brochure used in the last search. He said he and Dr. Burke will work together and Dr. Burke has a lot of experience in community outreach.

The superintendent's start date is July 1, 2013. Dr. Bettencourt stated the length of a typical search is four months. The timeline was reviewed and it was noted the committee would have the finalists in January and they would possibly make a final decision in February or March. NESDEC will distribute about 700 copies of the brochure to their network and another 1000 will be sent electronically to contacts. An announcement will be put on their website in a couple of days and Dr. Bettencourt said there will be a lot of interest in this position. L. Lathrop asked if they are too early to find qualified candidates and Dr. Bettencourt replied they are right on time. NESDEC would like to have the ad ready by October 10<sup>th</sup>. After reviewing the ad used in the last search, it was agreed A. Manugian will work with J. Mitchell to update the information.

He stated they are charging about \$3700 for search expenses only. He reviewed where the ads will be placed and noted they do not do much print media anymore. It is expensive and they get most responses through the electronic media. It was agreed they will not go with a printed ad. Since there are members on the committee who were not here during the last search, J. Giger asked if there is any documentation available from the last screening committee. Dr. Bettencourt said he can provide this information. B. Erickson asked if a member could bring in their own candidate and Dr. Bettencourt would not suggest doing this but the person's name could be given to NESDEC.

With respect to focus groups, Dr. Bettencourt said two fundamental open-ended questions are presented:  
1) What are the qualities, skills, characteristics and experiences you would like to see in your superintendent?  
2) What important tasks and challenges would you want the person to pay attention to in the first 6 to 12 months in the position?

The questions may also be offered electronically. Focus groups can also be augmented with interviews of people the committee wishes they speak with such as town officials.

He suggests the screening committee be in place by November 12<sup>th</sup> as they are a pivotal element of the search. They see and review all applications and this preliminary screening process is done in executive session. The public will know the candidate's names when they move forward to the school committee. December 5<sup>th</sup> and December 10<sup>th</sup> are the suggested dates for the screening committee to meet and interviews would be scheduled from December 14<sup>th</sup> through December 20<sup>th</sup>. He would like the final names introduced to the school committee around January 9, 2013. J. Giger pointed out Hanukkah is December 8<sup>th</sup> through December 16<sup>th</sup>.

J. Giger asked if they help with reviewing the potential contract or with comparisons of terms and conditions and Dr. Bettencourt said yes. They pursue an agreement in principle when an individual is named a finalist and discern if there are any sticking points in the contract before the committee talks with them about an appointment. This is done again when the committee is zeroing in on the final one or two candidates.

Dr. Bettencourt suggested the committee have a budget overview, an organizational chart and their strategic plan available for candidates.

**B. ERICKSON NOMINATED JEANNE MITCHELL AS THE SCHOOL DEPARTMENT LIAISON TO NESDEC IN THEIR SUPERINTENDENT SEARCH PROCESS. SECONDED BY L. DELOUREIRO SO VOTED IN FAVOR UNANIMOUSLY**

The committee will meet with Dr. Bettencourt and/or Dr. Burke at Prescott on Saturday, October 13<sup>th</sup> at 8:30 a.m. to review/revise the brochure and to discuss, among other things, logistics, candidate qualifications and who will be the committee's spokesperson(s). J. Sjoberg will bring information he has from the last two searches.

In the event the press calls as a result of tonight's discussion, communication will go through the chair until a spokesperson is chosen.

## **VIII. Reports**

### **A. Subcommittees**

**Curriculum and Instruction** - No report. A. Manugian said this ad-hoc sub-committee may step back now that they have a Director of Teaching, Learning and Accountability.

**Personnel and Negotiations** - J. Sjoberg reported they met to set their goals for the year.

**Budget & Finance Subcommittee** - A. Manugian reported they met last week and talked about members' roles and discussed the revolving accounts. They will meet at the end of October.

**Policy Subcommittee** - L. Lathrop reported they met this morning. She asked Ms Mitchell if they are in good shape with the emergency policy with the state. J. Mitchell said the principals have submitted their plans and they have confirmation that they have been received by the state.

Policy IE will abandon AEL's now that the common core standards will be used and a draft of the amended policy was distributed for a first reading. It was noted the fourth paragraph will be replaced with a new statement and the exhibits will be rescinded since they are spelled out in the common core. B. Erickson said she wants an explanation of how the AEL's are in conflict with the common core standards and wants to know what the common core is before she votes. She said she will speak with Ms Clery. J. Giger said the committee needs an overview of the new standards and how they differ from the AEL's. He is also concerned with the appendices being removed and asked how they will memorialize the standards for all grades in reading, writing and arithmetic that the committee is going to adopt and maintain. L. Lathrop said the subcommittee feels the specifics should not be in policy and should be more of an operational thing. The policy refers to the state standards, requiring them to maintain the common core standards.

J. Sjoberg said he wanted the last sentence put in the policy with the intent to drive them to produce new standards. J. Giger would like to see a date put in so they do get it done. Dr. Bent said there is no room for movement in the system when details are put in policy.

The policy will be revised to delete references to the AEL's, rescind the appendices and at a minimum, adopt the common core.

A. Manugian said MASC offers a service for updating the policy book. The process would take about a year and the cost is \$10,500 which can be paid in three payments, one now, one in July (FY14) and one the following fiscal year. The committee has \$4700 remaining in their FY13 budget. J. Giger said they need to put mechanisms in place to maintain the book and make it available to the public. J. Sjoberg said they may need to pay someone to do it. MASC offers the service for an annual fee of \$3500. J. Giger would like the committee to buy into this idea in the absence of using someone in-house.

**L. LATHROP MOVED THEY ENTER INTO A CONTRACT WITH MASC TO UPDATE THEIR POLICY BOOK FOR A SUM OF \$10,500, PAYMENTS TO BE SPLIT OVER THREE YEARS. SECONDED BY B. ERICKSON SO VOTED IN FAVOR UNANIMOUSLY BY ROLL CALL**

The school committee has a Staff Ethics/Conflict of Interest policy (GBEA) which states no employee may be hired who is an immediate family member to a member of the school committee. L. DeLoureiro's wife has been substituting as a nurse in the past years. Financially, they need to break out any warrants that include her pay that he should not vote on. It was agreed the State Ethics Commission will be asked for their opinion on this matter.

Their next meeting will be on November 21<sup>st</sup>. The time may change from 6:30 p.m. to 8:00 a.m.

**B. Superintendent** - No report

**C. Director of Business and Finance**

**Audit** - G. Martin reported the auditors from Melanson & Heath are finishing their field work tomorrow and they will likely have a preliminary report available in early November.

**Middle School Roof** - The roof project is moving along and the cost estimate, broken down by line item, was submitted to SBA today and they will vote on the project on November 14<sup>th</sup>. The district will have a 45.7% reimbursement rate.

**D. Advisory Committees** - No report

**E. Chair**

**1. School Committee Goals** - Postponed for discussion at their workshop

**2. MASC Conference** - A. Manugian said she needs to know who will be attending the November MASC conference. Three spaces have been reserved and she and L. Lathrop are attending. The committee will need to elect their delegates at the next meeting.

**3. MSEC Liaison** - J. Giger is not able to continue to serve as the committee's representative to MSEC.

L. LATHROP MOVED THEY APPOINT DR. BENT AS THEIR REPRESENTATIVE AT THE MSEC BOARD OF DIRECTORS. SECONDED BY B. ERICKSON  
**SO VOTED IN FAVOR UNANIMOUSLY**

**4. GDAY Liaison** - J. Giger is not able to continue as the liaison to GDAY. They put on several awareness presentations last year, had a book reading and they schedule the people who go in to do the reading at the elementary schools. They also provide some half-day programs. Ms Dolan is the contact person. B. Erickson agreed to take his place.

**IX. Discussions**

None

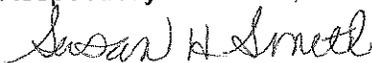
**X. New Business**

None

**XI. Adjournment**

B. ERICKSON MOVED TO ADJOURN AT 9:55 P.M. SECONDED BY J. GIGER  
**SO VOTED IN FAVOR UNANIMOUSLY**

Respectfully submitted,



Susan H. Smith  
Recording Secretary

With attachment