

**MINUTES OF THE MEETING  
OF THE  
MELROSE SCHOOL COMMITTEE  
August 25, 2009**

A meeting of the Melrose School Committee was held this date in the Aldermanic Chamber of Melrose City Hall with the following members present: Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, and Ms. Driscoll.

Also in attendance were Superintendent of Schools Joe Casey and Business Manager Greg Zammuto.

Ms. Casatelli called the meeting to order at 7pm.

**Approval of Minutes**

Ms. Thorp moved, Ms. Driscoll seconded and with five (5) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, and Ms. Driscoll), none (0) in the negative, and two (2) absent (Mayor Dolan and Mr. Lehman), it was

VOTED: To approve School Committee Minutes of August 11, 2009

**Public Participation**

Ms. Thorp moved, Ms. Driscoll seconded and with five (5) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, and Ms. Driscoll), none (0) in the negative, and two (2) absent (Mayor Dolan and Mr. Lehman), it was

VOTED: To open Public Participation

As stated during Public Participation at prior Committee meetings, Ted Kenney of Main St. commented on the need to enable public discussion with the Committee during this meeting segment. Gerry Mroz of Mt. Vernon St. commented on need for collective parent input on student grouping in the classroom.

*(Mayor Dolan arrived at 7:08pm)*

With six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: To close Public Participation

**Announcements – Superintendent of Schools**

*DESE Notice on NCLB School Accountability Status* – Mr. Casey noted that preliminary NCLB (No Child Left Behind) data has identified the Lincoln and Middle Schools as needing improvement in teaching and learning, especially in English Language Arts and Math. Many other communities share this same issue affecting low income and special education learners. Target scores for proficiency are elevated each year and need to be met. We are moving ahead with plan to support identified students and improve our education programs to successfully prepare our students for the future. A public meeting at the Lincoln School is scheduled for tomorrow night where parents and staff can discuss and identify student needs in order to move forward.

*Elementary Class Size Update* – Mr. Casey presented an anticipated K-5 enrollment report for this year noting averages per grade as follows: 1 – 24.3; 2 - 22.2; 3 – 22.9; 4 – 22.8; 5 – 22.3. Breakdown of students per school is as follows: Hoover – 273; Horace Mann – 281; Lincoln – 363; Roosevelt – 388; and Winthrop – 390.

*Traffic Routes Update* – Mr. Casey reported that he has been advised by the Public Works Dept. that any paving or repair work will be completed this week so that parents should have no problem with school access. Principals will also post parent pick-up/drop-off information and the melroseschools website will offer this and traffic information also.

*Victorian Fair/September 13, 2009* – Mr. Casey reported that we are looking forward to a good turnout for this family event on Sunday, September 13 where Melrose schools and the School Committee will have informational booths. Also planned for Saturday, September 12 is a vintage baseball game, fireworks and an outdoor concert.

*Mandatory Parent/Student Athlete Meeting* – Mr. Casey met with Athletic Directory Pat Ruggiero and reported on the mandatory Fall Sports meeting for teen athletes and one parent scheduled for Wednesday, Sept. 2 from 7-8pm at the Middle School. A professional development opportunity for coaches, school staff 6-12, and Youth Sports Program Coordinators regarding Substance Abuse Prevention will also be offered at the Middle School on that date from 5-7pm. All information is available on the melroseschools website.

*Artane Band (Dublin, Ireland) Sept. 1, 2009 Performance* – Mr. Casey invited all to attend and enjoy a free performance by the Artane Marching Band of Dublin, Ireland at the MHS football field on Tuesday, September 1 at 11:30am. Also, at 1:30pm, a Middle School concert will be held. More information will be forthcoming.

#### **Finance and Facilities – Don Constantine**

Ms. Thorp moved, Ms. Driscoll seconded and with six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: For the second time, to accept July 2009 Budget Report

*Education Stations/After School Enrichment Program Update* - Dr. Heather Josephson reported that programs are in place and adequately staffed to launch this new program at our five elementary schools next week. Staff training will be completed by August 31. Enrollment is now at 275 students and deadline is August 27. Further enrollment after August 27 will be postponed temporarily. Program information is available at each school and on the melroseschools website. In order to gauge parent feedback, we are planning to circulate questionnaires sometime in the fall.

#### **Policy and Planning – Kristin Thorp**

Ms. Thorp presented draft of Policy #1103 Distribution of Notices, including revisions from Committee meeting of August 11, as follows:

<b>“COMMUNITY RELATIONS</b>	<b>1000</b>
COMMUNICATIONS WITH THE PUBLIC	1100
DISTRIBUTION OF NOTICES	1103

Notices include those sent on paper, through email, or posted on the MelroseSchools.com web site.

Distribution of notices by non-school organizations or on non-school matters shall be permitted only under the following conditions:

Such notices may be distributed only with the Superintendent’s authorization, or that of his/her designee. Such notices shall relate to activities for school children or to information, which is deemed relevant for the families of school children.

All notices must state the relationship between the Melrose Public School system and the non-school organization.

By virtue of its distribution through the schools, there may seem to be an implied endorsement by the Melrose Public School System of the organization, ideas, or activities in the notice. In cases where the Melrose Public Schools are not endorsing the organization, ideas or activities that must be stated explicitly on the notice.

Under no circumstances will notices of a religious or political nature, or about religious or political topics, be sent through the schools. “

Ms. Driscoll moved, Mr. Constantine seconded and with six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: For the second time, to approve Policy #1103 Distribution of Notices, as presented  
+++++

Ms. Thorp presented draft of Policy #1107 Public's Right To Know, including revisions from Committee meeting of August 11, as follows:

<b>“COMMUNITY RELATIONS</b>	<b>1000</b>
COMMUNICATIONS WITH THE PUBLIC	1100
PUBLIC'S RIGHT TO KNOW	1107

The Melrose School Committee is made up of public servants, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matter.

The Committee supports the right of the people of the District to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Committee meetings, its written policies and regulations, and its financial records will be open for inspection by any citizen desiring to examine them. No records pertaining to individual students or staff members will be released for inspection by the public or any other unauthorized persons, by the Superintendent or any other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student), which has been authorized in writing for release by the employee (or student, or student's parent) or by court order.

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

The Superintendent and the Principals will develop a plan that sets out the procedural details of School-Parent and School-Community communications. This plan will include elements about the use and protection of phone numbers, emails and other identifying information. This plan will be reviewed by the School Committee on an annual basis. The details of the plan will then be communicated to the parents at the beginning of each school year.”

Ms. Driscoll moved, Mayor Dolan seconded and with six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: For the second time, to approve Policy #1107 Public's Right to Know, as presented

+++++

Ms. Thorp presented revised draft of Policy #1407 School Accreditation Agencies, including revisions from Committee meeting of August 11, as follows:

<b>"COMMUNITY RELATIONS</b>	<b>1000</b>
RELATIONS WITH LOCAL, AREA & GOVERNMENTAL AGENCIES	1400
SCHOOL ACCREDITATION AGENCIES	1407

The Melrose Public School Administration shall seek to maintain membership in the New England Association of Schools and Colleges for the High School and will support the High School staff in its efforts to achieve and maintain the highest accreditation rating by the Association.

In addition, the School Committee supports membership in this and other accreditation associations for all of its schools as might be applicable."

Ms. Driscoll moved, Mr. Constantine seconded and with six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: For the second time, to approve Policy #1407 School Accreditation Agencies, as presented

**Educational Programs and Personnel – Margaret Driscoll**

Ms. Thorp moved, Mr. Constantine seconded and with six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: For the second time, to approve 2009-2010 Superintendent's Goals

Ms. Thorp moved, Ms. Driscoll seconded and with six (6) votes in the affirmative (Ms. Casatelli, Ms. Thorp, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan), none (0) in the negative, and one (1) absent (Mr. Lehman), it was

VOTED: To adjourn

The meeting adjourned at 8:09pm.