

**MINUTES OF THE MEETING
OF THE
MELROSE SCHOOL COMMITTEE
December 1, 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. Thorpe, Mr. Spinale, Mr. Constantine, Ms. Driscoll and Mayor Dolan. Mr. Lehman was not present.

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

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

Election of School Committee Chair and Vice-Chair

Ms. Casatelli announced the customary, unofficial election of Committee officers for next year, with official vote to take place at the January 12th meeting. Mr. Casey presided, and took nominations for 2010. New 2010 members Carrie Kourkoumelis and J.D. LaRock were present.

Ms. Casatelli nominated Ms. Driscoll for 2010 School Committee Chair, Ms. Thorp seconded. Ms. Casatelli moved to close nominations, Ms. Thorp seconded. On a roll call vote with seven (6) votes in the affirmative (Ms. Thorp, Mr. LaRock, Mr. Constantine, Ms. Driscoll, Mayor Dolan and Ms. Casatelli), and one (1) "present" (Ms. Kourkoumelis), it was

VOTED: To elect Ms. Driscoll as 2010 School Committee Chair

Mr. Constantine nominated Ms. Thorp as 2010 School Committee Vice-Chair, Mayor Dolan seconded. On a roll call vote with seven (6) votes in the affirmative (Ms. Thorp, Mr. LaRock, Mr. Constantine, Ms. Driscoll, Mayor Dolan and Ms. Casatelli), and one (1) "present" (Ms. Kourkoumelis), it was

VOTED: To elect Ms. Thorp as 2010 School Committee Vice-Chair

With nominations concluded, Ms. Casatelli returned to tonight's agenda.

Approval of Minutes

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

VOTED: To approve School Committee Minutes of November 24, 2009, with changes

Public Participation

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

VOTED: To open Public Participation

Gerry Mroz of Mt. Vernon St. requested the Committee focus at a quicker pace on more discussion and action on academic issues.

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

VOTED: To close Public Participation

Report of the Student Representatives

Student Representatives Leanne Hogan and Joe LiCausi reported as follows: Cap and gown measurements take place on December 11 at all three lunches - \$16.25 deposit required; Step Up Night for 8th grade parents on December 7 from 6:30-8pm at the Resource Center; congratulations to Colleen Hanscom on signing with Post University on a full scholarship; Winter Sports have begun; Orchestra Concert on December 16 at 7pm at the Middle School; Chorus Concern on December 9 at 7pm at the Middle School.

Announcements – Superintendent of Schools

Toys for Tots Campaign – MHS Senior Gabriella Whittier reported that last year's campaign received over 200 donated toys at the MHS drop-off location. Again, drop-off boxes for new, unwrapped toys will be located in the High School lobby through December 11 from 7:15am to 3:30pm.

Mayor Dolan also commended the work, generosity and commitment of residents and organizations for their participation in various programs to ensure warmth, and holiday dinners and gifts, for those in need in Melrose.

Field Trip Request - Angela Singer presented field trip application for MHS grades 10-12 to visit with chaperones Ireland from April 15 – 23, 2010.

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

VOTED: To approve field trip application

The Superintendent presented field trip application (for Pat Ruggiero) for MHS Boys Ice Hockey to travel with chaperones to Concord, NH on December 12, 2009.

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

VOTED: To approve field trip application

District Updates - Mr. Casey reported that the Middle School will present an "Acts of Kindness Summit" from November 30 – December 4 where guest speakers and activities will focus on anti-bullying; budget meeting with Jeff Wulfson, Aldermen and School Committee has been rescheduled to January 28; Mr. Casey, Ms. Driscoll, Patty White-Lambright and Pat Muxie will attend a regional meeting and forum on December 14.

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

VOTED: To change the order of the day to hear the Cafeteria Report

Finance and Facilities – Don Constantine

Monthly Cafeteria Report – Ken Dolce of Chartwell's presented an overview, noting comparison of FY09 and FY10 profits of \$9,588 and \$9,570 respectively.

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

VOTED: To accept November 2009 Cafeteria Report

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

VOTED: To change the order of the day to hear the professional development update

Educational Programs and Personnel – Margaret Driscoll

Professional Development Update – Curriculum Director Pat Muxie reported on the large number of opportunities made available this year on-site and in-house to all school staff to further their professional development. Evaluation forms are distributed after each training to gauge feedback.

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

VOTED: To return to Policy and Planning

Policy and Planning – Kristin Thorp

Second Vote/ Presentation of MSC Bylaws – Mr. Thorp presented Section 1.1 Place of Meetings, and Section 1.2 Regularly Scheduled Meetings, as follows:

“ARTICLE 1 - MEETINGS

1.1 Place of Meetings. Regularly scheduled meetings of the School Committee will be held in the Aldermanic Chambers of Melrose City Hall. *The meeting location can be changed by a majority vote of the committee, as long as sufficient public notice is given, and the location complies with Massachusetts State Law.* Additional meetings may also be held in other locations as determined by the Chair of the School Committee.

1.2 Regularly Scheduled Meetings. Regularly scheduled meetings of the Full Committee shall *generally* be held on the second and fourth Tuesday of each month, except for the month of July, which will *generally* have one meeting. *Meeting dates and times can be changed by a majority vote of the committee, as long as sufficient public notice is given according to Massachusetts State Law.*”

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

VOTED: For the second time, to approve Bylaws changes

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Second Vote/ Policy 5300.01 - Elementary School Class Size – Ms. Thorp presented policy as follows:

ELEMENTARY SCHOOL CLASS SIZE POLICY 5300.01

The goal of this class size policy is to equalize class size throughout the Melrose Public School District in order to provide the smallest class sizes in keeping with our belief that smaller class sizes provide improved learning outcomes.

In order to achieve this goal average class size will be defined as:

- The total number of students enrolling in a grade (1/2 day kindergarten will be treated as a separate grade in this calculation)

Divided by

- The total number of classrooms at that grade level throughout the district based on equitable use of facilities. (Single strand classes are unacceptable.)
- Rounded up to the nearest whole number

This formula will provide district administrators with a number indicating an average class size. To allow for flexibility in assignment, a range of +/- 1 student is acceptable. To allow for site based management issues, the average class size will be determined at each school, with the understanding that there may be slight differences between the actual class sizes at a single school.

This average class size (+/- 1) will be the goal for all Elementary grades, Kindergarten through Fifth, and it will be mandatory at the Kindergarten and First grade levels except as noted in the School Assignment Policy.

The Superintendent will bring forward the elementary school facility usage plan in April of each school year.”

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

VOTED: For the second time, to accept Policy 5300.01 Elementary School Class Size

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School Committee Self-Evaluation Schedule – Ms. Thorp noted that she has continues to receive Members’ Self-evaluations and will present a full report at our next meeting on December 15.

Educational Programs and Personnel – Margaret Driscoll

Personnel Report – Mr. Casey presented update noting that two additional positions are now open since last reported in addition to the five previously-reported unfilled positions resulting from retirements or resignations.

Return to Finance and Facilities – Don Constantine

Monthly Budget Summary – Mr. Zammuto presented November 2009 budget report.

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

VOTED: To accept November 2009 budget summary

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

VOTED: To adjourn

The meeting adjourned at 8:15pm.

