

**MINUTES OF THE MEETING
OF THE
MELROSE SCHOOL COMMITTEE
December 20, 2011**

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. Driscoll, Ms. Thorp, Ms. Kourkoumelis, Mr. Constantine, Mr. Lehman, Ms. Casatelli and Mayor Dolan.

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

Ms. Driscoll called the meeting to order at 7pm. Ms. Driscoll noted that this meeting is being tape-recorded.

MASC Presentation to Senator Katherine Clark

Senator Clark was recognized as 2011 Legislator of the Year by President Dorothy Presser of MASC for her extensive work and achievements on behalf of the students of the Commonwealth of Massachusetts.

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Ms. Driscoll noted the need to adjourn to Executive Session in order to approve and release Executive Session Minutes and return to Public Session.

Ms. Thorp moved, Mr. Lehman seconded on a roll call vote it was unanimously

VOTED: To adjourn to Executive Session

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Public Session reconvened at 7:20pm.

Ms. Thorp Mr. Lehman Moved seconded and it was unanimously

VOTED: To open the Public Comment period

(Mayor Dolan and Ms. Casatelli left the meeting at 7:20pm)

Public Comment

Mr. Gerry Mroz of Mt. Vernon St. referenced important task of choosing a new Superintendent and need for committed and well-balanced team on Superintendent Search Committee. Mr. Ted Kenney of Main St. commented on need for honest decisionmaking in choosing our new Superintendent, and accountability in all sectors.

(Ms. Casatelli returned at 7:22pm)

(Mayor Dolan returned at 7:28pm)

Ms. Thorp moved, Mr. Lehman seconded and it was unanimously

VOTED: To close the Public Comment period

Report of Student Representatives

MHS Student Representatives Emily Conn and Jared Gardiner reported as follows: Collection of fees for AP exams will start after the holidays, and Guidance asks Juniors and Seniors to stay tuned for more information. MHS students have recently received acceptance letters from Babson, Purdue, Williams, Trinity, Suffolk, Providence, Drexel, Elon and Middlebury. Guidance office would also like to wish the School Committee happy holidays and a safe New Year. Boys Basketball, Girls Indoor Track, and Wrestling have recently had victories in their competitions. Today was College Day for teachers where they sported sweatshirts and t-shirts of their respective colleges. The Chorus and Orchestra have had successful holiday concerts within the last two weeks. The latest issue of *The Imprint* will be on sale this week.

Announcements – Superintendent of Schools

District Updates - Mr. Casey reported that staff and students put together a remarkable Holiday Concert; MHS student Felicia D'Amico was the local winner of the VFW Democracy Essay contest; and we are moving ahead with putting registration information online for next year for both Kindergarten and 1st Grade students.

Ms. Thorp moved, Ms. Casatelli seconded and it was unanimously

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

Educational Programs and Personnel – Donald Constantine/Donald Lehman

Athletics Update – Athletic Director Pat Ruggiero reported on Fall sports wrap-up and Winter start-ups, opening of the Fred Green Complex, team standings and accomplishments, recognition of Booster Clubs, and Middlesex League expansion (*Attachment #11 per agenda*).

Ms. Thorp moved, Mr. Lehman seconded and it was unanimously

VOTED: To return to the order of the day

Announcements - School Committee Chair

Announcement to Release Executive Session Minutes, if approved – Ms. Driscoll announced release of Executive Session Minutes of October 25, 2011 and December 7, 2011 as approved in tonight's Executive Session.

3-Month Rolling Agenda – Ms. Driscoll presented draft agenda from December 20, 2011 through March 27, 2012 for Member consideration.

Superintendent Search –

- *Search Committee Membership Selection* – Ms. Driscoll presented overview (*Attachment #3 per agenda*) of Letters of Intent received from the community and district staff interested in serving on the Superintendent Search Committee, and read three slates of Search Committee candidates as put forward for consideration by Ms. Casatelli, Mr. Lehman, and Ms. Thorp. Ms. Driscoll thanked all who submitted letters of intent.

Selection Panel Vote on Open Session Minutes – Ms. Driscoll presented draft meeting Minutes of the Superintendent Search Selection Committee of December 7, 2011.

Mr. Constantine moved, Ms. Casatelli seconded and it was unanimously voted by the three Selection Panel members (Mr. Constantine, Ms. Casatelli, and Ms. Thorp) to approve the Open Session Minutes of December 7, 2011.

Mayor Dolan moved to approve Ms. Thorp's slate, seconded by Ms. Thorp. Ms. Thorp and Members noted the talent, diversity and high quality of all candidates. Ms. Thorp noted her efforts to balance her slate with all kinds of groupings of people. Ms. Kourkouvelis thanked everyone for their efforts and offered a statement regarding this process (*Attachment A*).

With six (6) votes in the affirmative (Ms. Driscoll, Ms. Thorp, Mr. Lehman, Mr. Constantine, Ms. Castelli and Mayor Dolan), and one (1) in the negative (Ms. Kourkouvelis), Ms. Thorp's slate of Superintendent Search Committee members was approved.

Ms. Driscoll noted that Search Committee members will be notified immediately, with timeline to follow. Ms. Driscoll also noted her conversation today with MASC regarding orientation, and selection of Search Committee Chair, which will be further discussed at our January 20th meeting.

Vote on Documents (Attachment #5) –

Ms. Thorp moved, Ms. Kourkouvelis seconded to approve new Superintendent advertisement. Members reviewed and commented on suggested final ad copy, including choice of suggested salary ranges, and its inclusion or exclusion in the ad. Mayor Dolan suggested salary range of \$140,000 – \$190,000.

Ms. Thorp moved. Mr. Constantine seconded and it was unanimously

VOTED; To amend original motion to approve annual salary range of \$140,000-\$190,000

Return to original motion – With seven (7) votes in the affirmative, it was unanimously voted to approve Superintendent advertisement including new salary range

Ms. Casatelli reported that she has worked with Mr. Pazos to have a Superintendent Search website up and running by the end of the December at a cost of \$500 for the site and \$10 for domain name purchase.

Mr. Lehman moved, Ms. Thorp seconded and it was unanimously

VOTED: To approve candidate packet requirements including resume, transcripts, proof of license, three references, three additional references, and letter of interest

Ms. Kourkouvelis moved, Ms. Thorp seconded and it was unanimously

VOTED: To approve Superintendent postcard advertisement

Members also discussed and agreed to components of information packets which would include the most recent district and City information.

Consent Agenda – Consent Agenda items include School Committee Minutes of December 6, 2011 (*Attachment #6 per agenda*), second votes on Electronic Communication/Social Media Policy (*Attachment #7 per agenda*) and Concussion Policy (*Attachment #8 per agenda*), High School Field Trip Request (*Attachment #9 per agenda*), and Approval of Warrants (*Attachment #10 per agenda*).

Ms. Kourkouvelis requested that Warrant S12068: Materials/Services & Other Related Educational Expenses/Reimbursements be removed. Mr. Constantine redacted suggestion that MHS Field Trip Request be removed.

Ms. Thorp moved, Mr. Constantine seconded and it was unanimously

VOTED: To approve remaining Consent Agenda items

Subcommittees (Committee of the Whole)

Finance and Facilities – Ms. Casatelli/ Ms. Kourkouvelis

Approval of Warrants (Attachment #10 per agenda) –

Ms. Thorp moved to approve Warrant S12068: Materials/Services & Other Related Education Expenses/. Reimbursements, Mr. Constantine seconded.

Mr. Kourkouvelis noted that she could not approve payment of \$1,950 for legal services.

Mr. Zammuto noted that this represents legal expenses we incurred for September and are obligated to pay. With six (6) votes in the affirmative (Ms. Driscoll, Ms. Thorp, Mr. Lehman, Mr. Constantine, Ms. Casatelli and Mayor Dolan), and one (1) in the negative (Ms. Kourkouvelis), the motion to approve passed.

Discussion of FY13 Fees (Attachment #12 per agenda) -

Mayor Dolan requested that this item be postponed as additional pertinent information will be forthcoming from the City.

Capital Plan – Mr. Zammuto presented second update of this document noting name change to Five-Year Capital Improvement Plan for FY 2011-2015 (*Attachment #13 per agenda*) and revised format for better clarity in reporting on categories of Building Maintenance & Repair, Grounds, Technology, Textbooks & Curriculum, and Furniture & Equipment.

Policy & Planning – Ms. Thorp/Mayor Dolan

MHS Field Trip Request –

Ms. Casatelli moved to approve, Mr. Lehman seconded.

Mr. Constantine noted need for clarification on dates, and change from 2011 to 2012. Also noted was our investigation of helping with affordability for students in need, and other possible funding sources. With seven (7) votes in the affirmative, the MHS Field Trip was approved unanimously.

Discussion of 2012 School Committee Goals – Ms. Thorp reported that she took comments from our last meeting and redefined goals for 2012, and presented six suggested 2012 Committee goals and action items (*Attachment #14 per agenda*) for consideration. Goals will be voted on tonight, with tentative action items to be determined later.

Ms. Kourkoumelis moved, Ms. Casatelli seconded and it was unanimously

VOTED; To approve 2012 School Committee Goals

Ms. Thorp moved, Mr. Constantine seconded and it was unanimously

VOTED: To open the Public Comment period

Public Comment

Mr. Gerry Mroz of Mt. Vernon St. noted that Health & Wellness should be included in the Athletic report; we have opportunity to apply for State grant monies to avoid waiting for educational improvements; process for foss kits and math curriculum needs to be followed; questioned possible Open Meeting Law violation in regard to Superintendent Search and approved slate of Search Committee members.

Ms. Thorp moved, Ms. Casatelli seconded and it was unanimously

VOTED: To close the Public Comment period

Mayor Dolan took a moment of personal privilege to thank Ms. Driscoll for her service as Committee Chair.

Ms. Thorp moved, Ms. Casatelli seconded and it was unanimously

VOTED: To adjourn

The meeting adjourned at 8:50pm.