

**MINUTES OF THE MEETING
OF THE
MELROSE SCHOOL COMMITTEE
January 10, 2012**

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, Mr. Constantine, Ms. Thorp, Mr. Lehman, Ms. Kourkoumelis, 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.

Election of Melrose School Committee Chair and Vice-Chair

Mr. Constantine came forward to preside over election, and took nominations from the Committee.

Ms. Driscoll nominated Ms. Thorp as 2012 School Committee Chair, seconded by Mayor Dolan. On a roll call vote with six (6) votes in the affirmative (Ms. Driscoll, Mr. Constantine, Ms. Thorp, Mayor Dolan, Ms. Casatelli and Mr. Lehman), none (0) in the negative, and one (1) "present" (Ms. Kourkoumelis), Ms. Thorp was voted 2012 Chair of the Melrose School Committee.

Ms. Driscoll nominated Mr. Constantine for 2012 School Committee Vice-Chair, seconded by Ms. Thorp. On a roll call vote with six (6) votes in the affirmative (Ms. Driscoll, Mr. Constantine, Ms. Thorp, Mayor Dolan, Ms. Casatelli and Mr. Lehman), none (0) in the negative, and one (1) "present" (Ms. Kourkoumelis), Mr. Constantine was voted 2012 Vice-Chair of the Melrose School Committee..

As voted, Mayor Dolan performed swearing in of Ms. Thorp and Mr. Constantine as 2012 Committee Chair and Vice-Chair respectively.

Announcement of Subcommittee Chairs and Vice-Chairs - Ms. Thorp announced 2012 Subcommittee positions as follows: Educational Programs and Personnel Chair Ms. Driscoll and Vice-Chair Mr. Constantine; Policy & Planning Chair Mr. Lehman and Vice-Chair Mr. Constantine; Finance and Facilities Chair Ms. Casatelli and Vice Chair Ms. Kourkoumelis . In addition, Ms. Thorp announced that Superintendent Search Committee members are Ms. Kourkoumelis and Ms. Driscoll, and additional appointments to other groups will be announced as the year progresses.

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

VOTED: To change the order of the day to add Model U.N. Field Trip to the Programs & Personnel Subcommittee, and to move the Finance & Facilities Subcommittee meeting to follow the Public Comment period

Mr. Constantine, Ms. Driscoll Moved seconded and it was unanimously

VOTED: To open the Public Comment period

Public Comment (7:14pm)

Mr. Gerry Mroz of Mt. Vernon St. commented that public business should be discussed in public view, need for proper student grouping in all areas, and need for balance of perspectives of Committee members. Mr. Ted Kenney of Main St. expressed concern regarding building security at the High School, salary range for new Superintendent, and MHS warning status per NEASC report.

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

VOTED: To close the Public Comment period

Finance & Facilities – Ms. Casatelli & Ms. Kourkoumelis (7:25 pm)

Vote on SBA – MHS Science Labs(Attachment #10 per agenda) - Mr. Casey and Melrose City Planner Denise Gaffney reported on this opportunity to apply for participation in the MA School Building Authority Science Lab Initiative to partially fund replacement of science labs at the High School and major repairs to the heating and ventilation systems. Mayor Dolan noted that the Board of Aldermen have signed off on this application and this is the second step in the process.

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

VOTED: That having convened in an open meeting on January 10, 2012, the School Committee of the City of Melrose in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated January 11, 2012 for the Melrose High School located at 360 Lynn Fells Parkway, Melrose, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which Melrose may be invited to apply to the Massachusetts School Building Authority in the future. Melrose is applying for grant funding through Massachusetts School Building Authority's High School Science Lab Initiative under priority category seven (7): Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements and under priority category five (5): Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. The science labs, original to the

High School facility, are outmoded and require modernization to provide an enhanced learning environment for students. In addition, components of the heating and ventilation system in the High School facility are functionally obsolete and can no longer be maintained and require replacement to improve energy efficiency and decrease maintenance and energy related costs in the school facility. The Melrose School Committee hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City of Melrose to filing an application for funding with the Massachusetts School Building Authority.

FY13 Budget - Mayor Dolan and City officials presented overview of FY13 budget proposal to restructure and centralize district operational services within the City, with the School Department focusing on the delivery of education.

(Mayor Dolan left the meeting at 8:19pm)
(Ms. Casatelli left the meeting at 8:19pm)

Report of Student Representatives (8:20 pm)

MHS Student Representatives Emily Conn and Jared Gardiner reported as follows: To improve communication with teaching staff, Mr. Richards has initiated a voluntary coffee hour every day this month with him and staff to share any comments and concerns. In tandem with the Mayor's Inaugural address, Mr. Richards hopes to upgrade the ResourceCenter into a city-wide technology. The second issue of *The Imprint* was distributed just before the Winter break. Next week students will be in school only to take their Mid-Year Exams, and the quarter closes next Friday. The MHS Band will travel to the Bahamas this weekend and have an opportunity to perform in front of a large dinner crowd, and be evaluated on their performance. Musical auditions began today for our upcoming performance of *Legally Blonde*.

Announcements – Superintendent of Schools (8:22 pm)

District Updates - Mr. Casey offered reminder regarding Kindergarten registration for next year including Open House nights and Registrations. Information is posted on the melroseschools website.

(Ms. Casatelli returned at 8:23pm)

Announcements - School Committee Chair (8:25 pm)

Tentative DESE Webinar on Educator Evaluation – Mr. Casey and Ms. Driscoll reported on today’s webinar regarding a new, collaborative effort to evaluate teachers, paraprofessionals, administrators, principals and the Superintendent as well. The presentation, the MA Model for Educator Evaluation Presentation, can be found online at <http://www.doe.mass.edu/eval>. Ms. Thorp noted that this opportunity aligns with Committee goal #3 and invited any member who participates in like opportunities forward the information to Mr. Lehman to be posted online for public information.

Tentative 2012 Meeting Dates – Ms. Thorp presented proposed 2012 meeting schedule (*Attachment #1 per agenda*) for Member consideration.

(*Mayor Dolan returned at 8:28pm*)

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

VOTED: To approve 2012 School Committee meeting calendar

Superintendent Search Update – Ms. Driscoll said reported on our progress (*Attachment #2 per agenda*) and thanked Ms. Casatelli and Mr. Lehman for their work on website and advertising materials. Ms. Casatelli reviewed our Superintendent Search website, and Mr. Lehman reported on postcard which will be mailed tomorrow, budget expenditures thus far from the \$6,000 approved, and endorsed the use of Google AdWords as a potential source for candidates.

Mr. Lehman moved, Ms. Casatelli seconded and with six (6) votes in the affirmative (Ms. Thorp, Mr. Constantine, Ms. Driscoll, Mr. Lehman, and Ms. Casatelli), none (0) in the negative, and one (1) “present” (Ms. Kourkoumelis), it was

VOTED: To authorize expenditure of \$300 from the \$6,000 budget for Google AdWords advertising campaign

In regard to choosing Chair of the of the Superintendent Search Committee, Ms. Thorp noted that School Committee Chair could appoint the Superintendent Search Committee Chair, Search Committee participants could choose Committee Chair, or Search Committee could choose Chair at its first meeting.

Ms. Driscoll moved, Ms. Casatelli seconded to have Search Committee participants choose Search Committee Chair. With four (4) votes in the affirmative (Ms. Driscoll, Mayor Dolan, Ms. Casatelli and Ms. Thorp), and three (3) in the negative (Mr. Constantine, Ms. Kourkoumelis and Mr. Lehman), the motion passed.

Vote for Search Committee Chair - On a roll call vote with six (6) votes for Ms. Driscoll (Mr. Constantine, Ms. Driscoll, Mayor Dolan , Mr. Lehman, Ms. Casatelli and Ms. Thorp), and one (1) “present” (Ms. Kourkoumelis), Ms. Driscoll was voted Chair of the Superintendent Search Committee.

Consent Agenda (8:50pm)

Consent Agenda – Consent Agenda items include School Committee Minutes of December 20, 2011 (*Attachment #3 per agenda*), December 2011 documents of Maintenance Report (*Attachment #4 per agenda*), Personnel Report (*Attachment #5 per agenda*), and Budget Summary (*Attachment #6 per agenda*), MHS Field Trip Request (*Attachment #7 per agenda*), and Approval of Warrants (*Attachment #8 per agenda*).

Mr. Lehman moved,. Mayor Dolan seconded and it was unanimously

VOTED: To approve Consent Agenda

Subcommittees (Committee of the Whole)

Educational Programs and Personnel – Margaret Driscoll and Donald Constantine (8:55pm)

Tentative 2012 EP&P Agenda (Attachment #9 per agenda) – Ms. Driscoll presented draft document for Committee consideration. Ms. Kourkoumelis noted that previous issues that still require discussion are not on the agenda. Ms. Driscoll noted that Members will look at all issues again and invited the community to participate in the process also.

Policy & Planning – Donald Lehman and Donald Constantine (9pm)

School Committee Goals with Action Items (Attachment #11 per agenda)– Mr. Lehman presented document and noted that he added action items to Goal #4 re: Superintendent search process, and reviewed all Goals #1-6.

Tentative 2012 P&P Agenda (Attachment #12 per agenda) - Mr. Lehman presented document and reported that this agenda is based on last year’s plan with some minor changes and considerations.

Model U.N. Field Trip Request - Ms. Thorp moved, Ms. Driscoll seconded and it was unanimously

VOTED: To approve Model U.N. Field Trip

Public Comment (9:10pm)

Mr. Gerry Mroz of Mt. Vernon St. endorsed the Mayor’s proposal to reorganize City and district operations, and need for Subcommittees to be responsible in providing better focus, and middle management support for better grant application process.

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

VOTED: To close Public Participation

Ms. Thorp announced the need for an Executive Session to consider Open Meeting Law complaints brought against the Melrose School Committee by Mr. Ted Kenney and Ms. Maryan Hollis, and to review Executive Session Minutes of October 11, 2011 (*Attachment #13 per agenda*), and December 20, 2011 (*Attachment #14 per agenda*).

Mr. Constantine moved, Ms. Casatelli seconded and on a roll call vote with (7) votes in the affirmative, it was

VOTED: To adjourn

The meeting adjourned at 9:15pm.