

Regular Meeting
January 23, 2017
School Committee Meeting
Council Chambers

The regular meeting of the Medford School Committee was called to order by Mayor Burke in the City Hall Council Chambers at 7:04 p.m. Those present were Ms. Cugno, Ms. DiBenedetto, Ms. Kreatz, Ms. Mustone, Mr. Skerry, Ms. Van der Kloot, Mayor Burke and Superintendent Belson.

On the motion of Ms. Cugno seconded by Mr. Skerry the minutes of January 9, 2017 be approved:

Vote:

Yes: 7
No: 0
Absent: 0

On the motion of Mr. Skerry seconded by Ms. Van der Kloot the minutes of December 19, 2016 be approved:

Vote:

Yes: 7
No: 0
Absent: 0

On the motion of Mr. Skerry seconded by Ms. Cugno that the Bills/Transfer of Funds be approved:

Voted: That the Bills/Transfer of Funds be approved.

Roll Call:

Yea: 7 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke
Nay: 0
Absent: 0

On the motion of Mr. Skerry seconded by Ms. Van der Kloot that the Payrolls be approved:

Voted: That the Payrolls be approved

Roll Call:

Yea: 7 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke
Nay: 0
Absent: 0

On the motion of Mr. Skerry to take Reports 2, 3 and 6 out of order:

Vote:

Yes: 7
No: 0
Absent: 0

Report on Nursing Coverage for Out of State Field Trips

Superintendent Belson reported that at our recent meeting questions were raised regarding the need and cost of nursing coverage for out of state field trips. Some of the material contained in this report could also apply to in-state field trips.

When we approve a field trip we must recognize at least three factors regarding medical issues.

- Type of medical service required
- Requirement for professional administration of medication or treatment
- Equal access for all participants to the field trip

We must obey all laws and regulations regarding both the administration of medical interventions and the ability of any student to reasonably participate in a school sponsored event.

Our research has brought the following information to our attention:

In Massachusetts, a nursing license is a single state license and is only valid in Massachusetts. Our state does not participate in the Nurse Licensure Compact program which allows reciprocity across state lines. If an error or adverse situation were to occur, the nurse would legally be considered practicing without a license.

Florida does not require a temporary nursing license for a school nurse licensed in another state to administer care to students while on field trips. Nurses must follow their own state practice act. However, a Massachusetts licensed nurse cannot act under the Florida rule since it would be unallowable under our states' practice act.

The New England Scholastic Band Association (NEBA) no longer requires a nurse for out of state field trips. Band parents who are nurses are generally not allowed to serve in this role because of the Health Insurance Portability and Accountability Act (HIPAA).

Given the above information we need to determine if a nurse is necessary to accompany one of our out of state field trips. If necessary, we have two options:

- Determine if the field trip company provides a nurse (some do)
- Contract with an out of state based nursing agency to provide services

A determination must be made if the medical need(s) of students on the trip can be handled by a non-nurse staff member. The second issue regarding this matter deals with the cost of nursing/medical help and who should pay for it. The ADA and the OCR make it clear that a student cannot be denied equal educational opportunity. A prohibitive cost to a person because of a medical disability would be seen as denial of equal access.

Therefore it is our judgment that the cost can be handled in one of the following ways:

- The school system pays for the cost outright
- The group organizing the trip fundraises an appropriate amount for that purpose.
- All students proportionately share in the cost

The organizing group makes a proposal to the School Committee that is transparent. The School Committee decides on whether to approve the plan.

Discussion:

Ms. Cugno asked if all students share the cost and the nurse is for one student can all the students use her services. Ms. Vento answered that if we hire a nurse she is for all

students. Ms. Vento commented that the DPH document states that nurses can train teachers to administer medications but the concern is who holds the meds. Superintendent Belson replied that teachers can refuse to administer meds. Ms. Cugno asked if traveling to Europe and contracting for a nurse at destination, what happens during the flight. Ms. Vento said it is very restrictive on international trips. Ms. Cugno asked Ms. Vento to check with other districts. Ms. Vento answered that she has reached out to the NE Consortium and is waiting for a reply.

On the motion of Ms. DiBenedetto seconded by Mr. Skerry that the Superintendent provide a detailed policy outlining the protocol of instate and out of state travel

Ms. Van der Kloot commented that she hopes #3 is not an option because it makes trip too expensive for students. Superintendent Belson said that we will take your guidance but doesn't think #3 is a bad one. Ms. Van der Kloot said perhaps they can all kick in a small amount. Ms. Cugno doesn't want to rush. She also said that shouldn't have to advertise to the group that a student needs services. Ms. Mustone commented that the ADA seeks ownership so shouldn't this cost be on the school not the group. Ms. Van der Kloot agrees with Ms. Mustone.

On the motion Mr. Skerry to prepare a line item in FY 2018 budget to cover this in the future.

On the motion of Mr. Skerry seconded by Ms. DiBenedetto for approval:

Vote:

Yes: 7
No: 0
Absent: 0

On the motion to revert back to the regular order of business:

Vote:

Yes: 7
No: 0
Absent: 0

Community Participation

Mayor Burke recognized and invited Judy Lonergan to make a presentation. Mrs. Lonergan thanked all that participated and introduced John Murphy from Members Plus Credit Union who joined the endeavor this year. She said that there were over one thousand racers this year. Mrs. Lonergan presented checks totaling \$32,229.05 to the following groups: Asian Club, National Honor Society, Foreign Language, Gymnastics, Crew, St. Raphael, St. Joseph, Brooks, Columbus and Andrews. Mrs. Lonergan presented trophies to the Roberts School for raising the most money for the second year in a row and St. Joseph's for having the most participants. She explained that the trophies will be passed on each year to the top achievers.

Mayor Burke thanked the committee of the Jingle Bell Run and said she looks forward to next year.

On the motion of Ms. DiBenedetto seconded by Mr. Skerry to take the Financial Report out of order.

Vote:

Yes: 7

No: 0

Absent: 0

Financial Report

Director of Administration and Finance Kirsteen Patterson presented the report. She reported that the FY 17 budget is 46.93% expended and encumbered to date. All major positions and replacements have been filled and efforts continue for onboarding of district-wide floating substitutes. She highlighted some areas including: on-line payments. The Facts online payment plan has been in place for one year and provides families a convenient option to pay for services. Building Maintenance and Repairs – the high school has had sustained extraordinary urgent repairs due to pipe leaks and bursts requiring major upgrades to underground lines within the A building. Annual routine maintenance and repairs has also been ongoing. Transportation – routes continue to be reviewed for overcrowding and time efficiencies with adjustments made where feasible for safety purposes. Homeless transportation is an unknown expense without knowledge of students change in status throughout the school year. Reimbursements from the state do not cover all expenses. Utilities – are running similar to last year and heating costs haven't yet materialized. Special education – Out of district tuition is projected to be slightly lower than budgeted however this category is a very volatile area as change can occur at any point. In summary, the expenditures to date are in line with projections and the operating budget is within identified plan.

Discussion:

Ms. Van der Kloot commented that she was not aware of leaking pipes. Superintendent Belson said that A building requires attention. They went in to fix a leak and every time they patch something else starts. Ms. Van der Kloot asked if it is repaired now. Superintendent Belson replied that right now it is repaired but it could spring another leak. Ms. DiBenedetto asked how much has been spent and how much more is needed. Superintendent Belson answered in excess of \$25,000 and not sure how much more is needed until they finish the assessment. Superintendent Belson commented that the capital plan will roll out soon. Ms. DiBenedetto said she was at the Andrews recently with Mr. Skerry and they noticed the bleachers were broken and lights are out in the music room. She said she would like to continue the tour of the buildings. Mr. Skerry said that he noticed a tarp on a window on the 3rd floor due to the sun. He asked the Superintendent to look into getting shades. He also asked that the clock in the gym be taken care of. Ms. DiBenedetto asked Ms. Patterson for an updated list of new hires with salaries. She also asked for the community schools budget which she was expecting by now. Superintendent Belson said that is not yet reconciled with city hall. It will be forthcoming as soon as auditors are done. Ms. DiBenedetto asked if all registrations are going through online. Superintendent Belson said some still give a check but most use the online system. Ms. Van der Kloot commented that she and Ms. Krenz submitted a list to the Superintendent regarding repairs at Andrews as part of the capital plan. Ms. Krenz

asked about the overcrowding on Bus 14 from MHS. Ms. Patterson answered that usually there is only a problem on bad weather days but they are still monitoring it. On the motion of Mr. Skerry seconded by Ms. Van der Kloot for approval:

Vote:

Yes: 7
No: 0
Absent: 0

On the motion to take the food service report out of order:

Vote:

Yes: 7
No: 0
Absent: 0

Report on School Food Service Program

Director of Finance and Administration Kirsteen Patterson presented the report. Ms. Patterson reported that a thorough review of the financial status of the districtwide food service program fiscal year to date identifies a very tight operating budget. The food service program falls under the federal guidelines issued by USDA National School Lunch Program. Under the program all charges to the fund must be for the sole purpose of foodservice items per the MGL Acts of 1948 chapter 548. Currently an average breakfast cost for food only is upward of \$1.25 per meal and we are charging \$1.10 at all schools. The school lunch preparation must adhere to more restrictive nutritional guidelines adding to meal costs. An average lunch cost per meal for food only is upward of \$2.45 where we are currently charging \$2.75 at the elementary schools and \$3.00 at the middle/high schools. Given the NSLP reimbursement program has increased amounts back to the district for students on free/reduced costs, the costs for paid students must mirror the federal guidelines. It is therefore necessary to increase prices for two reasons: remain compliant and consistent with federal guidelines and to anticipate increases in food prices and pending labor contract negotiations.

The requested increase :

Breakfast (all schools)	\$1.50
Lunch (elementary)	3.00
Lunch (middle/high)	3.25

Discussion:

Ms. DiBenedetto asked if we didn't raise the price would we still meet requirements. Ms. Patterson answered that we would break even but it would be very close. Ms. DiBenedetto commented that she likes that they kept the increase to .25 that is not a huge amount since it is difficult for families to come up with the extra money. Superintendent Belson said that they must stay compliant; we must meet the federal guidelines. Ms. Van der Kloot commented that breakfast is increasing by .40 that is a lot if you have multiple students. She asked if they are requesting approval tonight.

On the motion of Mr. Skerry seconded by Ms. DiBenedetto to approve the increase for FY 2018:

Roll Call:

Yea: 7 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke

Nay: 0

Absent: 0

Ms. Van der Kloot said she would like to meet with school lunch.

Recommendation to Approve Science Department Enrichment Trip

Disney Youth Education Series programs take place in the information-rich setting of the Disney Parks in Florida to give students –and their teachers– a hands-on, educational adventure. This collection of guided field studies, available in Applied Sciences, Environmental Studies, Liberal Arts and Leadership Development, is accredited, standards-based and designed to reinforce your classroom lessons. Practice teamwork, critical thinking and problem-solving skills as your group participates in one-of-a-kind moments that use the magic of Disney to make learning even more impactful.

It is the responsibility of the trip organizer to ensure that all students and chaperones involved in the trip have the best, most enjoyable, and above all, the safest experience possible. Even though these trips can be a lot of fun, they are primarily an educational undertaking and students who want to go mainly to have the opportunity to do what pleases them should not apply.

To be eligible, students must satisfy the following requirements:

- 1) Students must be trustworthy in the classroom setting (no cutting classes, being sent out of classes, etc.).
- 2) Students must be in good academic standing.
- 3) Students must have good attendance and no excessive tardiness to school.
- 4) Students must have no suspensions on record for the past academic year.
- 5) Students must obtain the endorsement of two of their academic teachers.

Estimated Trip Cost: \$2000*

- What's included:
 - Round-trip Airfare
 - Ground Transportation
 - Hotel room (7 days/6 nights)
 - Disney YES Program Courses (3)
 - Theme Park Admissions
 - Meals (pre-paid meal card)
 - Group dinner
 - Group T-shirt
 - Travel insurance (mandatory)
- What's not included:
 - Personal spending money
 - Damages to room/property
 - Phone calls
 - Any charges incurred while at Disney
 - Possible add-on's
 - Disney 5K race (walkers and runners welcome)

*cost will depend on airfare prices, 2018 Disney YES prices, room occupancy, and any add-on's

Trip will be organized by Ms. Feitor and Academy Travel.

On the motion of Mr. Skerry seconded by Ms. Van der Kloot to approve the science department trip to Disneyworld.

Roll Call:

Yea: 7 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke

Nay: 0

Absent: 0

Report on Building Bridges to Kindergarten

Assistant Superintendent Diane Caldwell presented the report. Ms. Caldwell reported that Medford Public Schools would like to invite parents to our Building Bridges to Kindergarten Information Nights. Children who will be five years old by August 31, 2017 can register at the parent information center at Medford High School beginning Monday, March 6th. The meetings will provide families with an overview of kindergarten. Ms. Micieli, a Brookd teacher will show a PowerPoint of what our kindergarten classrooms look like, discuss the various content areas and s\assist parents in navigating their first year of school. Shelley Gross, Director of Early Childhood, will inform parents about the before and after school programs, bussing and early childhood development. Parents will be receiving a letter and invitation flyer in the mail with more information.

On the motion of Mr. Skerry seconded by Ms. Mustone for approval:

Vote:

Yes: 7

No: 0

Absent: 0

Ms. Mustone asked that the parent information center's telephone number be included on the flyer.

Recommendation to Formally Approve MHS/MVTHS Merger into One Local Education State Code and Committee of the Whole minutes January 17, 2017

On the motion of Mr. Skerry seconded by Ms. Vander Kloot to accept the Committee of the Whole report:

Vote:

Yes: 7

No: 0

Absent: 0

Mr. Skerry asked for a report before the end of the year regarding the shift of employees along with the cost.

On the motion of Mr. Skerry seconded by Ms. Van der Kloot to formally approve the merger of MHS/MVTHS into One Local Education State Code:

Roll Call:

Yea: 7 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke

Nay: 0

Absent: 0

Report Preview of State Fiscal Year 2018 Budget Challenges

Superintendent Belson reported that On Tuesday, January 24th Governor Baker will make the annual State of the State address to the Legislature and Municipal leaders. This begins the annual budget season at the state level. On Friday, January 13th the Governor, Speaker DeLeo and Senate President Rosenberg announced their consensus revenue projection for FY 2018. They estimated that the revenue of the Commonwealth will grow by 3.9% and will add 1.02 billion dollars to the current budget level. It should be noted that while this is a consensus projection each of the last few budget years have been challenged to meet the annual expectation. In FY 2017 the consensus figure seemed to be reasonable at 4.3%. However, because of previously enacted tax cuts and other economic factors this projection was too high. The Center for Budget and Policy asserted that to achieve an actual 4.3% revenue growth, the state would have to grow 5.55%.

There are at least six major factors that must be considered when projecting a state budget in Massachusetts:

1. How much of the FY 2017 budget was dependent upon temporary or one time revenues that won't be available in FY 2018.
2. What accounts were underfunded in FY 2017 and will they need as much or more in FY 2018.
3. What will be the actual cost of providing current service levels in FY 2018
4. What will be the actual growth in revenue in FY 2018. Will there be any new source of sustainable revenue.
5. What new initiatives/projects will be approved for FY 2018 that will place new demands on the budget. What previously funded items will be dropped or diminished.
6. What will be the impact of a new administration in Washington. Will states gain or lose resources from policy changes.

Education funding will be at the center of our concerns but any adverse state effect on the municipal budget will have an impact upon our budget as well.

We will be monitoring the following items closely:

1. Chapter 70 allocations. Last year we received \$55 per pupil. In previous years it was around \$25 per pupil on top of a "hold harmless" distribution.
2. Sped Circuit Breaker distribution at 75%. Will it be sustained for extraordinary placement costs. What will be the threshold.
3. Charter school reimbursements have been underfunded by an increasing amount each year.
4. Out of district transportation for non-resident students to Minuteman. This is underfunded.
5. Homeless funding has also been underfunded each year.
6. The various grant programs including early childhood, kindergarten, academic support, vocational education and substance abuse prevention/treatment.
7. Will there be new mandated programs that are unfunded or underfunded.

The governor will meet with the Mass Municipal Leaders on Friday, January 20th. Let's see what emerges.

This report is presented as a snapshot of the challenges ahead. We will begin to look at our own budgetary needs starting in February. Planning is essential and we need to realistically blend aspirations with realities. We are doing well and we want to keep it that way. There will always be challenges and we will anticipate them as much as possible.

On the motion of Mr. Skerry seconded by Ms. DiBenedetto for approval:

Vote:

Yes: 7

No: 0

Absent: 0

School Committee Resolutions:

Be it resolved that the Medford School Committee send its best wishes to former MHS Headmaster Salvatore A. Todaro on the occasion of his 80th birthday.

Best wishes were sent to Mr. Todaro.

School Committee Resolution

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Charles Driscoll. Mr. Driscoll was the Medford High School Boys Hockey Coach for many years.

School Committee Resolution

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Carmella Lucci. Mrs. Lucci was the wife of the late Tony Lucci owner of Medford Sporting Goods. The Lucci's were generous supporters of the students in Medford for many years. Mrs. Lucci was the mother of former elementary teacher Debra Ryan.

School Committee Resolution

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Catina "Tina" Houlihan. Mrs. Houlihan was the former secretary to FireChief McCabe and also the secretary at the Davenport Elementary School for many years.

School Committee Resolution

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Mary Gavrellis. Mrs. Gavrellis was the mother of Medford Public Schools teacher Wendy Anderson. Mary was also an active supporter of the Medford Public Schools for many years.

Resolution submitted by Mr. Skerry;

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Domenic Vincenzo. Mr. Vincenzo was a long time Medford resident and businessman.

A moment of silence was held.

Mayor Burke submitted a proclamation in honor of the City of Medford's Public School Week January 22nd to January 28th. She read the proclamation to the committee.

On the motion of all members to accept the document:

Vote:

Yes: 7
No: 0
Absent: 0

On the motion of Ms. Van der Kloot seconded by Mr. Skerry the meeting was adjourned at 8:57 p.m.

Roll Call:

Yea: 7 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke
Nay: 0
Absent: 0

Respectfully submitted:

Paulette Van der Kloot
Secretary

