

Regular Meeting
January 9, 2017
School Committee Meeting
Council Chambers

The Organizational Meeting of the Medford School Committee was called to order by Mayor Burke in the City Hall Council Chambers at 7:11 p.m. Those present were Ms. Cugno, Ms. DiBenedetto, Ms. Kreatz, Ms. Mustone, Mr. Skerry, Ms. Van der Kloot, Mayor Burke and Superintendent Belson.

Mayor Burke stated that the purpose of the organizational meeting was to elect a Vice Chairperson and a Secretary for the year 2017.

Ms. Van der Kloot seconded by Ms. Kreatz placed the name of Ann Marie Cugno in nomination for the position of Vice Chairperson of the Medford School Committee.

Voted: That Ann Marie Cugno be elected Vice Chairperson of the Medford School Committee

Yea: 6 DiBenedetto, Kreatz, Mustone, Skerry, Van der Kloot, Burke

Nay: 0

Abstain: 1 Cugno

Ms. Cugno was elected to the position of Vice Chairperson of the Medford School Committee for the calendar year 2017.

Ms. Cugno seconded by Ms. Kreatz placed the name of Paulette Van der Kloot in nomination for the position of Secretary of the Medford School Committee.

Ms. Cugno seconded by Ms. Kreatz placed the name of Paulette Van der Kloot in nomination for the position of Secretary of the Medford School Committee.

Voted: That Paulette Van der Kloot be elected Secretary of the Medford School Committee

Yea: 6 Cugno, DiBenedetto, Kreatz, Mustone, Skerry, Burke

Nay: 0

Abstain: 1 Van der Kloot

Paulette Van der Kloot was elected to the position of Secretary of the Medford School Committee for calendar year 2017.

This portion of the meeting was closed and the regular meeting began.

On the motion of Mr. Skerry that the minutes of December 19, 2016 be tabled to include the motion he made to dedicate the meeting of December 19 to Jean Barry Sutherland. The minutes were tabled.

Vote:

Yes: 7
No: 0
Absent: 0

On the motion of Mr. Skerry seconded by Ms. DiBenedetto that the Bills/Transfer of Funds be approved – Ms. DiBenedetto questioned the payment to Ms. Van der Kloot. Superintendent Belson answered that it was the reimbursement for the MASS/MASC conference expenses.

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

Recommendation to Accept Gift to MHS Robotics Team

Director of Math and Science Carolyn Joy reported that Dr. Marthinus van Schoor, founder and CEO of Midé Technology in Medford has generously offered a gift of \$2,300 to the Medford High School Robotics Team. This gift provides the robotics team the necessary funds for application to the 2017 New England Regional Botball Tournament which will be held on April 29th. This is the sixth year that Dr. Van Schoor and Midé Technology have supported Medford's participation in the competition. The Botball Robotics Team is open to students at Medford High School and Medford Vocational/Technical High School under the advisorship of high school mathematics teacher, Ms. Barbara Chyen. We would like to thank Midé Technology for supporting Medford's upcoming generation of programmers and engineers.

Discussion:

Ms. DiBenedetto asked the Superintendent to send a letter of thanks to Dr. van Schoor.

On the motion of Ms. Van der Kloot seconded by Ms. Cugno to accept the gift from Dr. Schoor and Mide Technology:

Roll Call:

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

Recommendation to Approve MHS Band Trip to Orlando, Florida

Superintendent Belson introduced Band Director Haley Rello to give an overview of the trip. Ms. Rello said that he Medford High School band is proposing to participate in a six day performance trip to Walt Disney World during the April vacation of 2018.

During the trip the band will participate in three specific musical programs including Marching Band Parade, Concert Performance and Instrumental Workshop. Students will also have ample time to visit the Magic Kingdom, Animal Kingdom, and Disney's Hollywood Studios. The reasons for seeking early approval from the School Committee are twofold to secure a place in the Disney program and to facilitate fundraising for participants. The student price for participation is \$1499. This includes the cost of providing a nurse at \$1700. Cancellation insurance for students with a full refund is \$46.
Discussion:

Ms. Cugno congratulated Ms. Rello and said this is a big step. Ms. Cugno asked how many chaperones will be attending. Ms. Rello answered that there will be approximately 50 students and 5 chaperones. Ms. Rello noted that once the school committee approves the field trip then they have to formally apply to Disney for acceptance. Ms. Cugno mentioned that she would like the details of the insurance gone over carefully with students and parents/guardians. Ms. Van der Kloot questioned the nursing coverage. Ms. Rello explained what knowledge she had on the new policy and the nurse requirement. Superintendent Belson said that you can't deny a student the right to go so if a nurse is needed then one must also attend. The cost is shared and the nurse is available to distribute meds and handle any medical issues that arise. Ms. Van der Kloot said that she would like to approximate this cost differently. Superintendent Belson replied that the cost is paid for by the school system or spread over the students. Ms. Van der Kloot said she would like to bring forth the new policy because it doesn't feel comfortable. Ms. DiBenedetto had a point of information and noted that it is not just for children with disabilities it is for all trips and all students. The nurse provides services to all students on the trip. Ms. DiBenedetto asked Superintendent Belson if anything has been done with the instruments? Superintendent Belson answered no, but the price has changed. Ms. DiBenedetto requested adding this to the list of requested reports. Ms. Rello said that the cost of the nurse is incorporated into the price of the trip. Mr. Skerry commented that he would like the National Band guidelines for the future.

On the motion of Ms. Van der Kloot seconded by Ms. Cugno to approve the MHS Band trip to Disney:

Roll Call:

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

Nay: 0

Absent: 0

Recommendation to Accept Tufts Neighborhood Service Fund Grant to Medford Family Resource Coalition

On the motion of Mr. Skerry seconded by Ms. Kreatz to accept the grant in the amount of \$250.

Roll Call:

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

Nay: 0

Absent: 0

Recommendation to Formally Merge MHS and MVTHS into one Local Education State Code

Superintendent Belson reported that we are currently in year four of our school integration initiative. The development of a high school/vocational school collaboration has been a high priority of the Medford School Committee and the Administration of the school system. The goal continues to be the expansion of comprehensive educational opportunities for our students and community. Progress of both schools have been significantly advanced and developed. More options are emerging as we go forward. Resources are being recaptured from outside placements and are now being invested in our home programs. At this time 9th and 10th grade students are fully integrated academically. Some 11th grade students are also integrated. High school students can explore occupational programs and vocational students can now take advantage of electives that were previously unavailable. Our new science labs are used by both divisions of our grades 9-12 schools. The next step to advance integration is to formally create a common LEA (Local Education Agency) code. This action will not diminish any aspect of either program. Rather working under a common LEA will provide the following benefit:

- Improve master scheduling process
- Enhance the efficient and effective use of faculty and staff
- Ensure that the development of academic and technical programs are aligned with curriculum frameworks and are accessible to all students
- Streamline and organize district data for state reporting and for comparative analysis.

Essentially this formalization will provide us with a structure necessary to offer a comprehensive program to all students. The methodology to effect this result is a simple filing with DESE. The change would become effective for the school year 2017-2018. If approved we will begin the process of re-organizing our administration team structure to create a common vision, culture, and operational reality. Superintendent Belson would like to schedule a Committee of the Whole meeting to further discuss the merger.

Discussion:

Ms. Cugno congratulated all involved in the collaboration. She said there is so much information to go over that this should be done at a Committee of the Whole. She would also like the citizens invited to voice their opinions.

On the motion of Ms. Cugno seconded by Mr. Skerry to move to a Committee of the Whole.

Mr. Skerry thanked all involved and commented that it has been a long time getting this done. Ms. Kretz asked if there will be a new name. Dr. Riccio answered that it is open for conversation. Dr. Perella said that it is an option. Ms. DiBenedetto said that she always envisioned a crossover between the schools but would like to know the downfalls too. She said that she doesn't want to rush and would like to hear from the public. Ms. Van der Kloot commented that the vocational school is doing so well. The merger is definitely not a sign of weakness. Dr. Riccio said that when she was hired she was asked to bring the two schools together. As of today, 55 grade 9 MHS students are taking career exploration. Ms. Cugno said that this has been a work in progress. She would like to invite the area businesses and alumni.

On the motion to move to Committee of the Whole

Vote:

Yes: 7

No: 0

Absent: 0

Report on Vocational and Science Department Grant(s)

Dr. Riccio presented the report. She stated that as we continue to integrate programs at our school, we actively pursue grant funding to enhance the educational opportunities for students. This report will provide you with an update on the grant activity between the vocational school and the science department.

Massachusetts Life Sciences Grant was received in 2014 for Biotechnology Rocco Cieri, Sam Christy wrote \$100K for Robotics and Automation. The purpose of grant was to design and build robotic arms to serve the biotechnology program. The arms will be manufactured using some of the equipment requested from CNC machinery to a laser cutter and programming the arms, students will learn all aspects of automation to be used in the life sciences occupations. Public notification is forthcoming

Medford Education Foundation

This grant was written by Sam Christy to support a student initiated project \$750.00 will support a student group to design, build and test and underwater robot. This idea was formed from the integrated project between Robotics and Biotechnology for the filtration system as it relates to the tilapia farm. Students will connect with the Massachusetts Marine Trades Educational Trust to gain insight and knowledge of underwater robots.

Northeast Advanced Manufacturing Consortium Electronics and Robotics adult certification program. This is a partnership grant with NAMC, Metro North Employment Board, and BHCC. A total of \$48,500 will pay for the course materials, instructors, adult ed coordinator stipend, and other related costs. There are 12 successful programs across the state. There are currently 13 adults enrolled. All adults have been CORI'd internally and cleared. Equipment purchased for this program will be used for day students as well.

Massachusetts Clean Energy Center

Total Value: \$13,750. Cool Green Power will work with students in HVAC and Electrical to install and monitor efficiency devices in the following locations: rooftop units for the

gymnastic and fitness rooms, Health Assisting lab with new high efficiency system installed through previous grant, vocational main office, 3 walk-in coolers in the cafeteria, and a computer lab A/C system.

The grants written were authored by multiple individuals in order to gain the expertise of those the grant will serve. Each of these grants has a specific purpose and aligns with both the vocational technical frameworks and science, technology, and engineering academic frameworks. Integration of these standards deepen the understanding of how science relates to the application of technical education. Authentic learning and the positive impact it has on student success was taken in to consideration during the writing of these applications.

Discussion:

Ms. DiBenedetto questioned the unit on the roof and asked if this is area where there is the new roof? She wants the students to be careful. Dr. Riccio stated that students are always supervised. Ms. Kreatz commented that the students are very excited.

On the motion of Mr. Skerry seconded by Ms. DiBenedetto to accept the report and place on file:

Vote:

Yes: 7

No: 0

Absent: 0

Report on Elementary Science Curriculum 2017-2020

Assistant Superintendent Diane Caldwell introduced Director of Science to present the report. Mr. Cieri reported that the Massachusetts Board of Education approved a new Science and Technology/Engineering (STE) Framework and made the publication available in April 2016. This framework replaces the 2006 Massachusetts Curriculum Framework for Science and Technology/Engineering and articulates statewide guidelines for STE learning, teaching, and assessment for the Commonwealth's public schools. The 2016 STE standards maintain much of the content of the prior STE standards with updates identified by the field, changes in science and engineering over the past 15 years, and the addition of inquiry and design skills that students need to successfully engage in STE disciplines throughout their academic program as well as their civic life and post-secondary opportunities. The following changes have been made to the previous 2006 STE framework. The standards integrate disciplinary core ideas with Science and Engineering practices. The disciplines – Earth and Space Sciences, Life Sciences, Physical Sciences and Technology/Engineering - appear in each grade level, beginning in Pre-K and continuing through grade 8. Also, the standards are divided into grade levels (Pre-K, K, 1, 2, etc), rather than grade bands (Pre-K to 2, 3-5, 6-8), which allow for greater clarity to coordinate STE content instruction. There are changes at the Pre-K to eighth grade level which will require district-wide curriculum alignment. For example, the 2016 STE framework adds 15 standards to the Pre-K to 2nd grade level and 14 standards to the 3rd to 5th grade level. At the sixth to eighth grade level, the framework results in a net loss of two standards. While there is the removal as well as reworking of some standards in the 2016 STE framework, there is a net gain of standards at the elementary and middle school level.

Elementary School Level Curriculum

In the coming months, professional development opportunities are proposed to re-vamp the K-5 Science curriculum. We will begin by unpacking the 2016 Curriculum Framework for Science and Technology/Engineering. The document produced will serve as a local reference document to review curriculum programs and to recommend programs for piloting in the 2017-2018 school year. At the completion of the pilot, a review will be provided for each program and recommendations will be made to the school committee for program adoption.

Elementary School Level MCAS

Students will continue to be assessed using the MCAS in grades 5, 8 and high school. The 2017 MCAS Science test questions will be based on the 2001/2006 Curriculum Framework ("old" framework). A document which listed the standards to be assessed developed by the Massachusetts Department of Elementary and Secondary Education

was e-mailed to principals on December 20, 2016 and will be shared again at a January 25, 2017 curriculum-based professional development offering for teachers and staff of elementary school students. Beginning in 2018 and over the next several years, the grade 5 Science MCAS exams will pilot new questions reflecting the 2016 STE standards and then the expectation is that districts have fully integrated the 2016 STE standards into the local curriculum.

Professional Development Opportunities 2017

The following table summarizes the Professional Development and Curriculum Committee offerings that will be available to staff on the Medford PD website beginning in January 2017.

Professional Development Program	Dates
Science and Technology/Engineering Standards and the Grade 5 MCAS (2 PDP) Target Audience: Grade 5 teachers of Science	1/25/2017 2:00-4:00pm Location: TBD (elementary school location)
Introduction to the new (2016) Framework for Science and Technology/Engineering (2 PDP) Target Audience: K-5 Teachers	3/22/2017 2:00-4:00pm Location: TBD (elementary school location)
Unpacking the Standards for Science and Technology/Engineering Curriculum Committee (45 PDP) Target Audience: K-12 Teachers	2/2/2017, 2/16/2017, 3/9/2017, 3/23/2017 3:15-5:15pm Location: MHS – Science Lecture Hall
Reviewing Curriculum Programs for Science and Technology/Engineering Curriculum Committee (10 PDP) Target Audience: K-5 Teachers, Staff, Administration	4/6/2017, 4/13/2017, 5/4/2017, 5/18/2017, 6/1/2017 3:15-5:15pm Location: MHS – Science PD Room
Introduction to the new (2016) Framework for Science and Technology/Engineering (2 PDP) Target Audience: K-5 Teachers	5/24/2017 2:00-4:00pm Location: TBD (elementary school location)

2017-2018 and Beyond

Future Professional Development for teachers and staff will target content instruction, program use, and pedagogy for use with curriculum program. We also plan to offer professional development which will target key content in the disciplines – Earth and Spaces Sciences, Life Sciences, Physical Sciences and Technology/Engineering. As programs are adopted and MCAS assessment items are clarified, alignment with report card grading standards and other district-based literature will occur.

Discussion:

Ms. Van der Kloot asked that our concern is improving elementary science but are there more hands on activities for students? Mr. Cieri answered that they will look to see what types of materials are available to use with the standards. Ms. Van der Kloot asked if Mr. Cieri envisions any science nights for parents. He answered yes. Ms. Van der Kloot commented that after speaking to parents she is concerned as to how we will meet these needs. Superintendent Belson replied that the next budget will allow monies for science.

Ms. Mustone asked if the curriculum committee is hand selected or volunteers? Mr. Cieri answered that there are individual sign ups. Ms. Mustone said she is frustrated with elementary science and was hoping to see the new curriculum in place by September 2017. Superintendent Belson said that Mr. Cieri will get money for science. Science is taking off in a robust way in the upper grades. Ms. DiBenedetto asked if all classes will be piloting the new programs. Ms. Caldwell answered yes, it is our hope that they will get one or the other program. Ms. DiBenedetto asked what is being done this year. Is professional development training required? Mr. Cieri answered that it is hard to change now because grades 3-5 could see the old standards on the MCAS. Superintendent Belson said that each teacher sets up SMART goals in different areas. Many will jump onboard with the new standards.

On the motion of Ms. Van der Koot seconded by Ms. Cugno the report was accepted and placed on file.

Vote:

Yes: 7

No: 0

Absent: 0

Report on WIDA Testing for ELL Students

Leslie Trotta Director of ELL presented the report. She stated that the annual state and federal mandated ACCESS 2.0 Testing for ELLs has begun in Medford. This test measures English Language Proficiency. All ELL students across the district will be tested, the vast majority online. The testing window designated by the state is January 5 - February 8. The ACCESS 2.0 is a very important test for English Language Learners as the results determine the amount of time per day an ELL student receives direct ESL (English as a Second Language) instruction, and whether an ELL can be exited from the program. Student progress is also monitored by the state, and is a factor in DESE accountability formulas. We currently have 419 ELL students K-12. Our students will take the test online with the exception of Kindergarteners and students with significant disabilities. The Kindergarten ACCESS test and the ACCESS Alternate test are paper-based. The Technology Department has the computer labs ready for testing, and Allan Arena has the Network set up appropriately in each school. Tech staff will be available at each building during the online testing sessions.

2017 ACCESS 2.0 TEST SCHEDULE

McGLYNN ELEMENTARY (76 students)

Thursday, Jan. 5 - Thursday, January 19 - 3rd floor computer lab

ROBERTS (101 students)

Monday, January 9 - Wednesday, January 25 - 3rd and 4th floor computer labs

MHS (84 students)

Monday, January 9 – Monday, January 23 - library computer lab, TLC, Viewing Room

McGLYNN MIDDLE (70 students)

Monday, January 23 – Thursday, February 2 - 1st and 3rd floor computer labs

COLUMBUS (73 students)

Monday, January 23 – Thursday, February 2 - 2nd and 3rd floor computer labs

BROOKS (15 students)

Monday, January 30 - Tuesday, February 7 - 1st floor computer lab

On the motion of Ms. DiBenedetto seconded by Mr. Skerry the report was accepted and placed on file.

Vote:

Yes: 7
No: 0
Absent: 0

Report on Technology Infrastructure Study for Capital Planning and E-Rate Fund Acquisition

Superintendent Belson presented the report. He stated that one of the most important initiatives that must be launched is the upgrade of our technology network infrastructure. In order to be eligible for substantial Tier2 E-Rate funding and related grants we must complete a study of our current network infrastructure which will guide our application(s) for funding and ensure that we efficiently and effectively identify and target the critical elements of our infrastructure. We are eligible for approximately \$400,000 in federal entitlement funds at this time. This funding would supplement local capital funds and other available grants. The funding is available this year. We cannot guarantee that a subsequent federal budget will contain this level of support. It is imperative that we act now for multiple reasons:

- Availability of funding
- Overall demand for technology for both instructional and administrative matters
- Increased requirements to implement computer based state testing
- Planned initiatives for online coursework and remedial/credit recovery options

Further the purchase of state of the art hardware and software must be supported by a network infrastructure that is sufficiently constructed to enable simultaneous high utilizations and filter out cyber malware consistent with CIPA protocols. The study must provide us with a detailed, independent assessment that is free from internal preference bias. Our programs and services are becoming increasingly dependent upon robust and reliable internet and intranet capacity. We have selected TecEdge of Cambridge to conduct the study and provide us with ongoing support. TecEdge is our current E-Rate consultant. They are also the E-Rate consultants to the Massachusetts Department of Elementary and Secondary Education; Mass IT; Massachusetts Department of Youth Services and over twenty Massachusetts school districts. They serve as the technical consultants to the DESE Office of Digital Learning for the “Digital Connections Partnership Schools Grant” program which is another major source of funding for the upgrade of school technology networks. TecEdge is an approved state contract vendor (ID 209394). TecEdge was evaluated and approved for System Integration, Networking, and E-Rate services. TecEdge will be our consultant for the preparation of our Tier 2 E-Rate funding and for other digital grants. Please find attached the formal Network Improvement Plan that will begin in January and completed by February. Funding for this study will come from existing and future E-Rate grant funds. Essentially grant funds will generate improvement and additional funding. These initiatives will be included in our capital plans.

Discussion:

Ms. DiBenedetto asked if they were approving the cost of \$33,150 and approving TecEdge.

Superintendent Belson answered that they were approving TecEdge and approximately \$33,150. Ms. DiBenedetto commented this needs to be communicated with the city councilors and asked if it has been. She said that she is concerned that they won't approve. Superintendent Belson replied that he can't believe that they won't approve it because it is an improvement of infrastructure.

On the motion to approve the use of funds and approval of TecEdge to conduct the study
Roll Call:

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

Nay: 0

Absent: 0

Update Report on New Public Records Law and Appointment of MPS Public Records Access Officer

Superintendent Belson stated that On June 3, 2016 Governor Charles Baker signed into law "An Act to Improve Public Records" (MGL 121 section 7 chapter 66). Many of the provisions took effect on January 1, 2017. The following is an analysis of the law provided by the Secretary of State's office. Additional detailed information has been provided for your review by the law offices of Murphy, Hesse, Toomey and Lehane LLP (MHTL) who represents Medford for special education matters.

New Provisions

Records Access Officers

Agencies and municipalities are required to designate 1 or more Records Access Officer (RAO). The contact information for the RAO must be posted conspicuously, including on the agency's or municipality's website, if available.

The RAO has a duty to:

- Coordinate the agency's or municipality's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Prepare guidelines that enable requestors to make informed requests.

Electronic Records

Under the new version of the law, RAOs must provide public records to a requestor in an electronic format *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format. Additionally, as of January 1, 2017, **agency RAOs** will be required to provide on a searchable website electronic copies of commonly requested records, including: final opinions, annual reports, minutes of open meetings and agency budgets. **Municipal RAOs** will also be required to post commonly requested records on their municipal websites, to the extent feasible.

Response Time

Under the current law, a records custodian must respond to a request for records in writing within 10 calendar days.

Beginning January 1, 2017, a RAO must permit inspection or furnish a copy of a requested public record within 10 business days following receipt of the request. RAOs

may petition the Supervisor of Records for an extension if they are unable to grant access to the requested public records in this time period.

Fees

The Supervisor of Records' Public Access Regulations allowing records custodians to charge 5 cents for black and white paper copies or computer printouts of public records for both single and double-sided sheets was codified and will remain effective with the new law.

Beginning January 1, 2017, if a response to a public records request requires more than 4 hours of employee time, an **agency RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25 an hour.

Beginning January 1, 2017, if a response to a public records request requires more than 2 hours of employee time, a **municipal RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregated, redact or reproduce a requested record. However, the fee shall not exceed \$25 per hour, unless approved by the Supervisor of Records. Municipalities with populations of 20,000 people or fewer will be permitted to charge for the first 2 hours of employee time.

Administrative Appeals

As of January 1, 2017, if an agency or municipality fails to comply with a requirement of the new law, the requestor may file an appeal with the Supervisor of Records who will then issue a determination on the public status of the records within **10 business days** of receipt of the request for an appeal.

Attorney Fees

Under the new Public Records Law, if a requestor prevails in a court action against an agency or municipal RAO, the court may award the requestor attorney fees or costs. This is a very substantial law that requires us to be prepared for multiple requests of both a routine and complex nature.

Action Plan

Mayor Burke has designated Assistant City Solicitor Kimberly Scanlon Esq. as the Records Access Officer for the municipal side of the city's government.

The school system must have its own Records Access Officer. Therefore, the Superintendent is designating Alicia Palmer as our RAO. She will be assisted by departmental staff and there will be oversight by the Director of Finance and Administration and Superintendent of Schools. This assignment is a substantial work load increase and an appropriate job restructuring and compensation package must be provided. The city will do the same.

Our website will feature a prominent section that details Public Records options and rules. There will be a special email address established to facilitate the handling of requests. Appropriate requests sent to school officials through other channels will be forwarded to the RAO and be logged into the system.

Discussion:

Mayor Burke said that every city/town is required to have a Records Access Officer. Kimberly Scanlon has been named for the city. Superintendent Belson is naming Alicia Palmer as the RAO for the school department. Ms. DiBenedetto asked how this will impact the budget? Superintendent Belson answered that it will only be about \$5,000 and some of the cost can be recouped from the charges for the information. Ms. DiBenedetto asked if this is an appointment or if the position needs to be advertised? Superintendent

Belson said it is an appointment and Ms. Palmer is not part of a union. He also would like to keep the position close to his office.

On the motion of Mr. Skerry seconded by Ms. Van der Kloot the report was accepted and the appointment confirmed:

Roll Call:

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

Nay: 0

Absent: 0

Report on Impact of Weather Conditions on Outdoor Recess Policy/Practice

Superintendent Belson reported that recently some elementary parents have raised a concern that students were not allowed to have an outdoor recess on certain cold weather days. We all recognize that “recess” is an important element of the school day. It provides an opportunity for students to get a break from academics and to burn off excess energy through exercise. Current “time and learning” regulations as well as the curriculum demands of school limit the amount of time we can allow for recess at this time. Outdoor recess is desirable in most instances because it changes the environment and provides a fresh air opportunity to students. However there are significant reasons to keep students indoors when weather conditions are adverse. There is no national standard for keeping students indoors for school recess. As a result site principals make the decision based upon local conditions. Pediatricians point out that many children are more vulnerable to cold weather than adults. “Children are not small adults.” Children are more susceptible to hypothermia. Temperature alone is not sufficient to control decision-making. Wind chill, rain, ice, snow, and other factors must be considered. Not all students have sufficient layered clothing to withstand extreme cold and other weather factors. Student safety is the most important consideration. Decisions cannot be made with “a broad brush.” We can encourage outdoor recess but ultimate decisions must rest with the building principal at the local school site. The following are some steps that we can take to make outdoor recess more likely. They are drawn from various sources:

- Advise parents to provide layered clothing including hats and gloves to children during the winter months. Schools may be able to stock a limited supply of supplemental items for students who come unprepared.
- Re-schedule recess for a warmer part of the day if possible.
- Shorten the time spent outside. Mix indoor with outdoor time.
- Differentiate which students are best equipped to handle outdoor recess by age on a given day.
- Closely monitor certain students who may be more susceptible to cold conditions.

The Superintendent will direct Principals to keep a log of the days when outdoor recess is not implemented. We will collect the data and review it this spring to see what patterns emerge. In the interim it is my strong recommendation that Principal discretion be maintained. We trust our Principals to make many safety decisions regarding students. This is just one of the many safety decisions they make on a regular basis.

Discussion:

Ms. Mustone asked that the information be sent to the parents. Superintendent Belson said he wanted to present it to the committee first but will distribute. Ms. DiBenedetto asked if the principal can announce a decision for the entire school not to have the teacher

make the decision each day. Superintendent Belson replied that sometimes younger students can't go out and older ones can. Ms. DiBenedetto wants this monitored. Mr. Skerry said he is happy to see the report. He has faith in the principals and requested getting the message out.

On the motion of Mr. Skerry seconded by Ms. Cugno the report was accepted and placed on file

Vote:

Yes: 7
No: 0
Absent: 0

Financial Report

On the motion of Ms. DiBenedetto to table the report until the next meeting:

Vote:

Yes: 7
No: 0
Absent: 0

On the motion of Ms. Van der Kloot seconded by Ms. Cugno to suspend the rules and move negotiations and legal matters to the end of the calendar.

Vote:

Yes: 7
No: 0
Absent: 0

School Committee Resolutions:

Be it resolved, that the Medford School Committee express its sincere condolences to the family of William Quealy. Mr. Quealy was the father of Allison Quealy, McGlynn School social studies teacher.

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Aloysius Kuzmicz. Mr. Kuzmicz was the father of McGlynn School math teacher David Kuzmicz.

Be it resolved, that the Medford School Committee express its sincere condolences to the family of Betsy Zeckman. Betsy was the three year old daughter of Kristen Zeckman, an English teacher at the McGlynn School. Betsy was born with a very rare defect and lived much longer than expected.

Be it resolved, that the Medford School Committee express its sincere condolences to the family of William Lyons. Mr. Lyons was the brother of Charles Lyons retired Superintendent/Director of Shawsheen Valley Regional Technical High School.

A moment of silence was held.

On the motion of Ms. Mustone seconded by Ms. Kreatz to go to Execution Session at 8:56 p.m. to discuss Negotiations and Legal matters regarding cafeteria workers, security unit and legal update.

Roll Call:

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

Nay: 0

Absent: 0

The Committee returned from Executive Session at 9:37 p.m.

On the motion of Ms. Van der Kloot seconded by Mr. Skerry the meeting was adjourned at 9:38 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

