

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL COMMITTEE OPEN MEETING

Algonquin Regional High School Library
79 Bartlett Street, Northborough, MA

Wednesday, November 28, 2018
7:00 PM

Present: Mrs. Lynne Winter, Mr. Daniel Kolenda, Mr. Paul Desmond, Ms. Cathy Kea, Mrs. Joan Frank, Mr. Paul Butka, and Ms. Kathleen Harragan Polutchko

Absent: Ms. Kathleen Howland, Ms. Jonetta Choi, and Mr. John Kane

Also Present: Mr. Gregory Martineau, Dr. Sara Praguski Walsh, and Mr. Timothy McDonald

Mrs. Winter called to order the Regional School Committee Open Meeting at 7:05 p.m.

A. ACTION ON MINUTES:

1. Action on the Open Meeting Minutes of September 26, 2018. Mrs. Winter asked for discussion and action on the minutes. Committee members discussed.

Mr. Butka motioned, Mr. Kolenda seconded, and it was unanimously voted, "To approve the Open Meeting Minutes of September 26, 2018." **MOTION ON MINUTES**

B. EDUCATIONAL POLICY: (none at this time)

C. NEW BUSINESS:

1. School Improvement Plan (SIP) - Dr. Sara Praguski Walsh thanked all the members of the School Council and the School Based Leadership Team for their time and effort. Dr. Walsh gave a PowerPoint presentation on the School Improvement Plan. Details included: ARHS core values with mission statement, goals, academic, social, and civil expectations. Dr. Walsh gave details to each of the 5 goals, accomplishments, current progress with review, next steps, and outcomes.

Dr. Walsh reviewed the 2018-2020 SIP including: 5 goals, action steps, aligning with Strategic Plan, and positive feedback loop. Committee members asked questions and thanked Dr. Walsh for the presentation. Committee members thanked all the members of the School Council and the leadership team.

- APTO Presentation - Jacqueline Barnes, Co-chair of the APTO, introduced members of the organization. Ms. Barnes gave a PowerPoint presentation. Topics discussed included: Awarded Scholarships to 5 seniors, faculty appreciation, communication newsletter, Junior Post Prom Party, and College Fair. Ms. Barnes gave an update on sponsorship vs. membership, leveraging technology, enhancing communication, and ongoing collaboration with the school committee; members thanked the APTO for all the efforts and collaboration with the school community.

2. Update on MASC/MASS Joint Conference – Mr. Martineau provided an update on the conference including the session on making connections and the benefits of networking with other districts.
3. Report on Class Size Ratios and Standardized Assessment Result – Dr. Walsh discussed the 2018-2019 class size with an average of 23 students per class. Committee members asked questions about the 10 classes with over 25 students. Mr. Martineau pointed out the reduction in over 25 student class sizes compared to several years ago.

Standardized Assessment results were reviewed for 2017 and 2018 years. Mr. McDonald reviewed the Advanced Placement Achievement test scores and the comparison to the state scores. The 2017 to 2018 ACT results indicated that fewer Algonquin students are taking the test but those who are have higher scores than historically. SAT results for ELA, mathematics, and science were discussed; over 90% of Algonquin students scored in the advanced or proficient level.

4. English Language Education Update – Ms. Rhoda Webb, Director of English Language Education, gave an update on the program. Students that qualify for this program must speak a home language that is not English. The majority of students speak Portuguese and Spanish. In 2017, there were 71 students and in 2018, there are 73 students in the program. Ms. Webb gave details about the courses, MCAS exams, family services, and teachers' efforts. Committee members asked questions and thanked Ms. Webb for her presentation.
5. Program Review – Office of District Reviews and Monitoring (ODRM) – Mr. Martineau gave an update on the review and shared that the Department of Elementary and Secondary Education's team would visit us for 3 days in January 2019. A team will meet with teachers (visit classrooms), parents, and school committee members. The ODRM will give a final report expected to be very helpful for us.

D. SUPERINTENDENT'S REPORT TO THE COMMITTEE:

1. Principal's Report – Dr. Walsh gave an update on activities and events at Algonquin including: Robotics, concerts, World History, guidance and 100 colleges at our fair, Algonquin writing center presentation, student support on vocational occupational opportunities, Veterans Day ceremony, National Honor Society, English Honor Society, Babysitting fundraiser, Cheerleaders success, upcoming *Chicago* performance, Anti-bullying program, Library, Big Group activities, Tiny Tomahawks, Freshman healthy choices, Math Team success, and *Harbinger* awards. Committee members thanked Dr. Walsh for the update this evening.
2. Enrollments – In packet. Mr. Martineau noted the increase in Northborough and decrease in Southborough enrollments. Mr. Butka focused on the change to assessments that will affect Northborough (increase taxes).
 - NESDEC Enrollment Projections- In packet.
3. FY'19 Monthly General Expenditure Report – Mr. Martineau reviewed the expenditures.

Mr. Kolenda motioned, Mr. Butka seconded, and it was unanimously voted, “To approve the FY’2019 Expenditure Reports of September 30, 2018 and October 31, 2018 until audited.”

**MOTION ON FY’19
REPORTS**

4. FY’19 Statement of Revenue – Mrs. Winter briefly reviewed and commented on the report.

Mr. Kolenda motioned, Mr. Butka seconded, and it was unanimously voted, “To approve the FY’2019 Statement of Revenue reports for September 30, 2018 and October 31, 2018 until audited.”

5. FY’20 Budget Priorities – Committee members discussed the Budget Priorities and language. Mr. Martineau and Mrs. Winter discussed the priorities and asked for action.

Mr. Desmond motioned, Mrs. Frank seconded, and it was unanimously voted, “To approve the Budget Priorities as presented this evening.”

**MOTION ON FY’2020
BUDGET PRIORITIES**

6. FY’20 Budget Calendar – Mr. Martineau reviewed the calendar and some recent changes.
7. Reappointment of Assistant Treasurer – Mr. Martineau asked for a motion to reappoint Mrs. Winter.

Mr. Kolenda motioned, Mr. Butka seconded, and it was unanimously voted, “To reappoint Mrs. Winter as Assistant Treasurer.”

**MOTION ON
ASSISTANT
TREASURER**

E. OLD BUSINESS: (none at this time)

F. POLICY DEVELOPMENT AND/OR DISTRIBUTION: In packet.

1. First Readings
 - a. G-160 Staff Responsibility Use Policy
 - b. I-200 Student Responsibility Use Policy
 - c. New-Employee Social Media Policy

Mrs. Winter asked for committee member to review the policies and to bring back policies for a second reading next month.

G. AUDIENCES: SHARING: Mrs. Winter asked for audience sharing; no one responded.

H. PERSONNEL:

1. Distribution of Personnel Report and New Staff Appointments – In packet.

I. COMMUNICATIONS:

1. Distribution of the *Harbinger*
2. Distribution of *MGL 2018*

J. APPROVAL OF BILLS AND PAYROLLS:

Mr. James Jolicoeur had bills and payrolls requiring approval.

K. AGENDA ITEMS FOR NEXT MONTH:

1. FY 20 Capital Plan
2. FY'20 Preliminary Budget Discussion
3. World Language Department Presentation
4. Fall Athletics - Update

No further business needed to be discussed. Mrs. Winter asked for a motion to adjourn the Open Meeting.

Mr. Butka motioned, Mrs. Frank seconded, and it was unanimously voted, "To adjourn the Open Meeting of the Northborough Southborough Regional School Committee."

**MOTION TO
ADJOURN**

The Regional School Committee Open Meeting ended at 9:35 p.m.

Respectfully submitted,

Eileen Dawson

Recording Secretary

List of documents used at meeting:

1. Summary of Action on Agenda Items for Northborough-Southborough Regional School Committee Meeting for November 28, 2018
2. Agenda for Northborough-Southborough Regional School Committee Meeting for November 28, 2018
3. Northborough-Southborough Regional School Committee Open Meeting Minutes, dated September 26, 2018
4. Come Soar with the APTO, PowerPoint presentation
5. Algonquin Regional High School- School Improvement Plan 2018-2020
6. Algonquin Regional High School – EL+FEL Population Trend Analysis 2004 – present, dated 11/14/18
7. Northborough and Southborough Office of Superintendent, letter from Ms. Christine Johnson, Regarding district-wide targeted review, dated November 9, 2018
8. Northborough-Southborough, MA Historical Enrollment, dated 10/22/18
9. Principal Report, October 2018 and November 2018
10. FY19 General Fund Expenditure Reports, September 30, 2018 and October 31, 2018
11. Northborough Southborough Regional School District FY2019 Budget Monthly General Fund Expenditure Report, dated September 30 and October 31, 2018
12. Northborough/Southborough Regional School District Statement of Revenue, dated 9/30/18 and 10/31/18
13. School District Algonquin Regional High School Enrollments, actual 2018-2019: enrollments – 11/8/18, actual enrollments as of 10/1/18; and projected 2018-2019 enrollments as of 6/25/18
14. FY'20 Proposed Budget Calendar
15. FY'20 Budget Priorities
16. Personnel Report, October 17, 2018 and November 28, 2018
17. First Reading Policies: G-160 Staff Responsibility Use Policy, I-200 Student Responsibility Use Policy, and G-170 Employee Social Media Policy
18. *Harbinger*, November 2018

Approved as amended: 12/19/2018