

Southern Berkshire Regional School District

**SCHOOL COMMITTEE MEETING #1,539**

**Date:** Thursday, February 15, 2018

**Time:** Executive Session: 6:00 p.m.

Open Meeting: 6:30 p.m.

**Location:** Mt. Everett Regional School Library, 491 Berkshire School Road, Sheffield, MA

**A g e n d a**

All interested members of the public are invited to attend.

*[The listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.]*

1. **Call to Order**
2. **Executive Session:**

Move into Executive Session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to reconvene in Open Session. Roll Call Vote Required.
3. **Standing Reports**
  - a. Approval of Minutes of School Committee Meetings #1537 and #1538 (meeting #1536 was cancelled therefore no minutes)
  - b. Enrollment
  - c. Miscellaneous Correspondence
3. **Student Representative Report**
4. **Public Comment**
5. **New Business**
  - a. Preliminary Adoption of the FY' 19 Operating, Transportation, and Capital Budgets – Superintendent Regalbuto, Business Administrator Christine Regan, Chair Finance Subcommittee Dennis Sears
  - b. Approval of District Calendar for 2018-2019
  - c. Use of SBRSD Email – School Committee Members
  - d. Proposed Change of April 5, 2018 school committee meeting date to April 12, 2018
  - e. Shakespeare Production at Mahaiwe – C. Stewart
6. **Unfinished Business**
  - a. Remote Participation at School Committee Meetings - Vote
8. **Subcommittee Reports**
  - a. Finance Subcommittee– D. Sears
  - b. Curriculum Subcommittee – F. Lartigue
  - c. Building, Grounds & Technology – A. Batacchi
  - d. Negotiation Subcommittee – C. Stewart
  - e. Berkshire County Task Force – C. Stewart
  - f. Wellness Committee – C. Stewart
9. **Chairman's Report**
10. **Superintendent's Report**
11. **Curriculum & Professional Development Coordinator's Report**
12. **Director of Student Services Report**

13. **Business Manager’s Report**
  - a. Approval of Warrants: January 26, 2018, February 9, 2018
  - b. Vote to Accept Grants and Gifts
  - c. Budget Transfers
14. **Future Agenda Items**
  - a. Report of College Submissions – March Meeting
  - b. College & Career Planning Initiatives for FY19 and Beyond – April Meeting

Next School Committee Meetings:

<b>March 8, 2018 –Open Hearing/SCM</b>	<b>March 15, 2018-Budget Adoption</b>	<b>April 5, 2018 (New Marlborough)</b>
<b>April 26, 2018 (Monterey)</b>	<b>May 17, 2018 (Egremont)</b>	<b>June 7, 2018 (Alford)</b>
<b>June 28, 2018 (Sheffield)</b>		

Upcoming Events:

February 15	3:00 p.m.	Wellness Committee Meeting – Eagles Loft
February 19-24		February Vacation
February 23	9:15-10:15 a.m.	Berkshire Pulse Presentation –Drumming and Dancing- TACPAC
February 27	3 – 3:45 p.m.	SBRSD SEPAC “Autism Spectrum Disorders” – Mt. Everett Library
February 28	6:00 p.m.	Regional Round Table Meeting – Library
March 13	8:30-9:30 a.m.	K-3 Talent Show – UME Stage
March 14	8:30-10:00	4-6 Talent Show – UME Stage
March 22	6:30-7:30	Grade 8 Parent Information Night – Mt. Everett Cafeteria

The SBRSD shall post all School Committee and Subcommittee meetings on its website (<http://www.sbrsd.org/school-committee.html>) in compliance with Open Meeting Law and pursuant to the regulations of the Massachusetts Attorney General’s Office 940 CMR 29.03(4). Please visit the SBRSD’s website for all meeting information. All approved meeting minutes of the SBRSD school committee are posted on the district’s website on the school committee page.

Southern Berkshire Regional School District does not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

Posted on: February 12, 2018 at 4:40 p.m.



## GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 39 Section 23C governs public participation at open meetings of municipal government bodies.

### *Chapter 39: Section 23C, Regulation of participation by public in open meetings*

*Section 23C. No person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him to withdraw from the meeting, and, if he does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned.*

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

School Committee Members: Bonnie Silvers, Fran Lartigue, Art Batacchi, Carl Stewart, Dennis Sears, MaryEllen Brown, Bob Law

Absent: Marcella Bush, Genis Melandez-Delaney, Dave Travis

Administration: Superintendent Regulbuto, Christine Regan, Sandi Hubbard, Mary Turo, Glenn Devoti, Kerry Burke

Press: CTSB, Corey Wiley – Berkshire Record

Others: Jesse Carpenter

1. **Call to Order:** Bonnie Silvers, Chair, called meeting #1537 to order at 7:03 p.m.  
Ms. Silvers stated that they were going to move some of the items on the agenda out of order.

#### 4. **New Business**

- a. Request for Approval of Overnight Field Trips:  
The committee asked questions regarding financial aid for students unable to pay for the trip. Mr. Carpenter stated that no students were denied because of financial constraints thanks to the generous donor contributions. There was also a general discussion regarding the list of chaperones.
  - i. *Fran Lartigue moved to approve the Grade 8 Trip to Washington D.C. to visit the Holocaust and Smithsonian Museums, from March 7 - 9, 2018. Bob Law seconded the motion. Motion passed unanimously.*
  - ii. *Dennis Sears moved to approve the Grade 10 Economics Trip to Washington D.C., from March 7 - 9, 2018. Carl Stewart seconded the motion. There was no further discussion and the motion was unanimously approved.*
  - iii. *Fran Lartigue moved to approve the Grade 12 Trip to Washington DC from March 7-9, 2018. Art Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*
  - iv. *Fran Lartigue moved to approve the Grades 11-12 FFA Members attendance at the Massachusetts State FFA Convention from March 14-16, 2018 in Sturbridge, MA. Carl Stewart seconded the motion. There was a brief discussion and the motion was unanimously approved.*

Superintendent Regulbuto explained the School Improvement Plan process and stated that this was an opportunity to align the district vision and improvement goals. The primary focus was the visioning work, which was done in the fall. The goal is to create a consistent system and a coherent plan that aligns all aspects of the district. Superintendent Regulbuto then introduced Glenn Devoti to present his School Improvement Plan.

- a. Middle/High School Improvement Plan – Glenn Devoti (Plan Attached)  
Glenn Devoti, Middle and High School Principal, presented his School Improvement Plan to the School Committee. He stated that the plan had been had been reviewed and approved by the Mt. Everett School Council, which was composed of an equal number of parents and school employees.



Mr. Devoti explained that the format he used was aligned with the initiatives and core standards by which principals are assessed. There are 30 initiatives - 16 are in progress, eight have been completed and six not done. Mr. Devoti continued to explain the handouts (attached) which are tied in with the Mt. Everett Regional School Improvement Plan. He explained that the focus was on Cultural Beliefs, Skills & Character, and Launch and Evaluation of Organizational Improvement Plans (SIPs). It is about constantly improving the school and making things better for kids. Upon completion of his presentation, a lengthy discussion with questions and answers followed.

Ms. Lartigue asked Mr. Devoti to present an initiative that has been completed, one that is in progress, and one yet to be completed. Mr. Devoti complied with this request by sharing the following initiatives: Global Education World Education Alliance (completed), Enhance vocational and career exploration experiences (in progress) and Explore interdisciplinary school wide community theater project for the spring of 2019 (yet to be completed).

Mr. Sears would like to see next year's SIP tied in with the current District Vision.

Ms. Lartigue requested that the Superintendent develop amongst the administrative team a common format where by the committee can clearly see how initiatives are related to district goals and how things are progressing, similar to the elementary School Improvement Plan.

Superintendent Regulbuto stated that this was a longer term goal and they are working on it.

b. Elementary School Improvement Plan – Mary Turo (Plan Attached)

Mary Turo, Elementary Principal, presented the 2017-2018 School Improvement Plan to the School Committee. Ms. Turo explained that the School Council had started working on the 2017-2018 School Improvement Plan in September. The state issued new frameworks in the summer so in the SIP they addressed the academic rigor and aligned curricula with the 2017 Massachusetts Curriculum Frameworks in ELA and Math, and included the 2016 Science, Technology and Engineering frameworks. They are also working on integrating Technology into instruction as well as School Environment and Culture, Family and Community Engagement and Professional Culture and Resources.

A brief discussion with questions and answers followed.

Regarding a concern raised about some children in district not having access to computers, tablets, etc., Mr. Stewart suggested that the district let people in the community know that the school would be happy to accept donations. Superintendent Regulbuto stated that they needed to look at donations and the amount of work that this would involve for the teachers, because there would be different types of hardware. There was further discussion.

Mr. Batacchi asked about the Grade 6, 7, 8 integration. Superintendent Regulbuto informed the committee that there is a task force working on this.

## 2. Standing Reports

- a. Approval of Minutes of School Committee Meeting #1535 and Executive Session Minutes  
*Fran Lartigue moved to approve School Committee Meeting #1535 and the Executive Session Minutes. Art Batacchi seconded the motion. There was no further discussion. Carl Stewart and Fran Lartigue abstained, everyone else voted yes. Motion passes.*

### 3. Public Comment - None

Mr. Stewart stated a point of order regarding putting agenda items out of order. He suggested that in future, if items need to be addressed out of order it should be done by a vote of the school committee and not arbitrarily by the chair. Ms. Silvers acknowledged this point of order.

#### 4. d. Mountain Water Systems Rate Increase Proposal

Ms. Silvers presented a draft of a letter she would like to send on behalf of the district to the Department of Public Utilities regarding the rate increase by Mountain Water Systems. This rate increase will affect all five towns.

*Mr. Sears moved that the School Committee send a letter to the Massachusetts Department of Public Utilities regarding the rate increase by Mountain Water Systems to the Town of Sheffield and that the letter be copied to all five towns. Art Batacchi seconded the motion. A discussion followed. The motion was unanimously approved.*

### 5. Unfinished Business

There was a discussion regarding alternates for subcommittee meetings. Further discussion will be addressed at the next meeting.

### 6. Business with District Member Towns

#### a. Request to Change Date of School Committee Meeting in Monterey – B. Regulbuto

The Town of Monterey was scheduled for May 17, 2018. They would like a meeting in early April, before their town meeting. Egremont is being asked if they will switch.

#### b. Request to hold School Committee Meetings at the Town of Sheffield – letter attached. The meeting on June 28<sup>th</sup> will be held at the Town of Sheffield.

The school committee meetings are scheduled at each town as follows:

Town of New Marlborough	April 5, 2018
Town of Egremont	April 26, 2018 (switch with Monterey)
Town of Monterey	May 17, 2018 (switch with Egremont)
Town of Alford	June 7, 2018
Town of Sheffield	June 28, 2018

### 7. Subcommittee Reports

#### a. SBRSD Future of South Berkshire County Education Ad-Hoc Committee – D. Sears

Mr. Sears informed that there was a meeting earlier today in Stockbridge between SBRSD, BHRSD, Lenox and Lee. Mr. Sears has reached out to Christine Lynch to see what it would take, or if it is possible, to create a regional school district planning board. This would put more structure into the group and be a formal body. They would also suggest inviting Ms. Lynch to come out to talk to the group.

The other item discussed was getting a facilitator. This would require the SBRSD putting \$4000 into the budget for this purpose. This would be our share of the cost, each district would contribute the same amount. There was also discussion about having a community event for the general public.

#### b. Policy Subcommittee – D. Sears

First Readings on the following policies. Dennis Sears suggested that the committee bring the policies home to read and action will be taken at the January 25<sup>th</sup> meeting.

Mr. Stewart asked if there was policy where first reading has no action taken, Mr. Sears referred to policy BCG.

JJIF – Athletic Concussion Policy and JJIF-R – Concussion Regulations with Actions

GCG – Substitute Professional Staff Employment



JC – Attendance Areas

JCA – Assignment of Students to Schools

**8. Chairman’s Report**

Ms. Silvers would like to discuss remote participation at the January 25<sup>th</sup> meeting. Mr. Sears stated that if remote participation is adopted it applies to all committees and you still need a quorum at the table. Mr. Stewart stated that you could not try remote participation before it is adopted.

**9. Superintendent’s Report (Copy attached)**

Superintendent Regulbuto shared a copy of the District Vision Statement, and an update on what goes into making decisions regarding the weather.

**10. Business Manager’s Report**

- a. *Dennis Sears moved to approve the warrants of December 15, 2017 and January 2, 2018 as submitted. Art Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*
- b. Vote to Accept Grants and Gifts
- c. Budget Transfers

**11. Future Agenda Items**

- a. Report of College Submissions and Early Acceptances
- b. College & Career Planning Initiatives for FY19 and Beyond

**12. Adjourn:** *Dennis Sears moved to adjourn the meeting at 9:03 p.m. Art Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*

*Documents Presented at this meeting:*

- *Agenda Meeting #1537*
- *Minutes of Meeting #1535*
- *Enrollment*
- *Field Trip Permission*
- *School Improvement Plans – MSHS and Elementary*
- *Mountain Water System – Draft Letter to Department of Public Utilities*
- *Letter from Town of Sheffield*
- *First Reading Policies: JJIF, JJIF-R, GCG, JC, JCA*
- *Superintendent Report*
- *Warrants*

School Committee Members: Bonnie Silvers, Dennis Sears, Genis Melandez-Delaney, MaryEllen Brown, Art Batacchi, David Travis, Bob Law, Carl Stewart, Fran Lartigue

Absent: Marcella Bush

Administration: Superintendent Regulbuto, Christine Regan, Sandi Hubbard, Mary Turo, Kerry Burke, Glenn Devoti

Press:

Others: Courtney English, Tara White, Liz O'Donnell, Trish Zucco, Lynette Gagnon

1. **Call to Order:** Bonnie Silvers, Chair, called meeting #1538 to order at 6:03 p.m.

**Out of order:** The school committee presented a plaque to Mr. Stewart. The school committee recognized Mr. Stewart for his distinguished leadership and vision in guiding the committee as chair. Mr. Stewart thanked everyone.

2. **Standing Reports:**

- a. Enrollment.

Superintendent Regulbuto informed the school committee that as of January 2, 2018 the enrollment was at 686 down by two (2) from December 1, 2017. Mr. Stewart asked if we have the reason for the drop in enrollment.

- b. Miscellaneous Correspondence

A letter from the Town of Egremont regarding Article 3 the District Schools of the Regional Agreement of the SBRSD (attached) was shared with the school committee. This letter was received today. The letter also ties in with the letter from the Town of Monterey (Item 7a). Mr. Stewart asked if these letters required a response from the school committee. Ms. Silvers responded that it is a statement from the Towns reiterating that we would follow the regional agreement for any decisions regarding the schools.

Superintendent Regulbuto informed the committee that she, Mary Turo and Kerry Burke will be meeting with George McGurn on Friday regarding the South Egremont school.

3. **Student Representative Report - None**

4. **Public Comment - None**

5. **New Business**

- a. Student Spotlight – Jazz Band trip to Lincoln Center, New York

Courtney English introduced herself and Odie Fields a student (trumpet player) to the school committee. The jazz band had gone on a field trip to New York City on January 10-12, 2018. She presented a slide show to the committee. The students were able to observe professional jazz musicians rehearsing and performing. They attended the Benny Goodman King of Swing 30<sup>th</sup> Anniversary Landmark Concert at Lincoln Center with Wynton Marsalis. The group also attended “Come From Away” and the 911 Museum.



b. School Resource Officer

Superintendent Regulbuto informed the committee that she and Chief Munson have been working together on the safety and security protocols in the school district. Upon analysis of what we are currently doing, we recognized a need for a School Resource Officer in the district.

The chief had suggested to the school committee and superintendent that they had grant funding and were able to contribute towards a part time school resource officer. The school district would have a matching contribution of up to \$4000. The School Resource Officer would have a presence in the district, build relationships with students, and look at our current safety in the building. Chief Munson has recommended Officer Zucco for this position to begin February 1, 2018.

*Mr. Batacchi motioned to accept the part time School Resource Officer position from February 1, 2018 to the end of the school year. Bob Law seconded the motion. The motion passed unanimously.*

Discussion and question and answer session followed.

Officer Trish Zucco introduced herself to the school committee. She will continue to be the part time school nurse at New Marlborough Central and perform her school resource duties before and after this position. She will be present on campus in the mornings when the busses arrive and at the end of the day. She stated that she already feels a connection with the students. Officer Zucco will be interacting with students, attending games, eating lunch with them. She is also planning to hold classes on self-defense, safe dating, and anti-drugs.

c. Proposed District Calendar for 2018-2019

Superintendent Regulbuto presented the draft 2018-2019 academic calendar to the school committee. The calendar was developed with some common professional development days between the districts in South Berkshire County.

Ms. Brown requested that the dismissal times for half days be added to the calendar.

Mr. Travis asked why Election Day in November is a day off. Kerry Burke responded by stating that Pittsfield and North Adams Public Schools hold elections in their schools, and this also gives the districts in Berkshire County to hold a professional day for teachers, support staff and ESPs.

Ms. Lartigue brought up the half-day professional days. She would like to see the district offer an extended day program to include lunch and activities on these days.

Superintendent Regulbuto responded that this is not something new, and is support of after school activities. The issue is getting someone to run this program because the staff will be involved in professional development, but she is open to the idea.

Mr. Batacchi asked if the staff had seen the calendar. Superintendent Regulbuto responded that Jamie Foster, Union Representative had been given the calendar to share with staff.

Mr. Travis asked if the professional days line up with the other districts.

The calendar will be brought forward at the February 15<sup>th</sup> meeting for a vote of approval.

d. Remote Participation at School Committee Meetings

Ms. Silvers stated that the school committee needed to entertain the idea of looking into Remote Participation.

*Ms. Lartigue moved that the school committee direct the policy subcommittee to look into what a remote participation policy would look like. Mr. Travis seconded the motion.*

*Discussion followed. Vote: 3 yes; 5 no – motion fails.*

Mr. Sears stated that this is not a policy choice. It needs to go with a full vote of the school committee and is not a policy issue. The school committee as a public body needs to decide if the committee will adopt remote participation.

Mr. Stewart suggested that Remote Participation at School Committee Meetings be added to the agenda for the school committee to discuss and vote on. Also, if remote participation is voted on this would apply to all sub-committee meetings as well.

*Mr. Batacchi motioned to bring the topic of Remote Participation back to the February 15<sup>th</sup> meeting. Mr. Stewart seconded the motion. There was brief discussion and the motion passed unanimously.*

**6. Unfinished Business**

a. Subcommittee Alternates

The following members were added as alternates:

Finance Subcommittee Alternate is Bob Law

Policy Subcommittee Alternate is Genis Melendez-Delaney

Regional Agreement Review Committee alternate is Mary Ellen Brown

SBRSD Future of Education in South County – Fran Lartigue is now the alternate

**7. Business with District Member Towns**

- a. The letter from the Town of Monterey (attached) was shared with the school committee. The letter is the same as the one sent by the Town of Egremont. No further action will be taken at this time.

**8. Subcommittee Reports:**

a. Policy Subcommittee – Dennis Sears

Mr. Sears informed the school committee that this is the second reading of the following policies:

**JJIF – Athletic Concussion Policy**

*Mr. Sears made a motion to adopt the updated JJIF Policy. Mr. Batacchi seconded the motion. A discussion ensued and the motion was unanimously approved.*

Mr. Stewart stated that policy BGB makes no mention of the first reading, second reading and when discussion is allowed. Mr. Sears stated that our practice has been a two-step practice and we should change the policy. Ms. Silvers recommended that the policy subcommittee look at this policy and bring any changes forward to the full committee.

**JJIF-R – Concussion Regulations with Actions**

*Mr. Sears made a motion to adopt the updated JJIF-R Policy Regulations. Mr. Batacchi seconded the motion. A discussion ensued. Vote: 1 - No; 7 – Yes. Motion passes.*

Mr. Stewart objected to the policy regulations as submitted. Mr. Sears explained that the policy subcommittee had worked on this for the past five months. The committee should vote on adopting the regulation and if we want to make changes later we can do that.

*At this point Mr. Sears called the question. Vote: 5 no; 3 yes. Further discussion followed.*

**GCG – Substitute Professional Staff Employment**

*Mr. Sears made a motion to adopt Policy GCG. Mr. Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*



#### JC – Attendance Areas

*Mr. Sears made a motion to adopt Policy JC. Mr. Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*

#### JCA – Assignment of Students to Schools

*Mr. Sears made a motion to adopt Policy JCA with intra-district school choice added. Mr. Batacchi seconded the motion. A discussion followed. Vote: 1- No; 8 – Yes. Motion passes.*

Mr. Stewart asked how this policy would affect attendance to South Egremont and would everyone in the district know what school their children should attend. Parents will be informed of the schools their children should attend when they enroll. School bus transportation will not be provided for students attending schools outside their attendance area, (intra-district school choice), unless there is space on the bus or unless specific permission is granted by the Superintendent. Ms. Regan stated that the Our Lady of the Valley bus route was added for this year only. Superintendent Regulbuto also stated that the parents were informed that this bus route was added for this year only.

#### b. Finance Subcommittee – Dennis Sears

Mr. Sears reported that the Finance Subcommittee had met today. The Governor's budget was received yesterday. Superintendent Regulbuto stated that the preliminary revenue projections for FY19 will be posted on the web. Mr. Sears requested a copy of the report be distributed to the school committee members.

*Mr. Law made a motion that the district invite Senator Hinds and Representative Pignatelli to attend a meeting. Mr. Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*

#### c. Negotiation Subcommittee – C. Stewart

Mr. Stewart reported that the Negotiation Subcommittee had met yesterday and that it was going to be a long process to get the three unit contracts completed. Meetings have been scheduled through May. The next meeting is on January 29<sup>th</sup>.

Mr. Stewart also reported on the Eagle Fund meeting that was held this morning. He suggested that Superintendent Regulbuto attend the next meeting which is scheduled for February 15<sup>th</sup>.

### 9. **Chairman's Report**

Ms. Silvers thanked everyone for their help with the letter to the Massachusetts Department of Public Utilities. The letter has been signed and will be mailed out tomorrow. The letter will also be sent to the five towns.

Ms. Silvers mentioned that there is a conflict developing amongst all the meetings scheduled and is hoping to find a way to solve this.

### 10. **Superintendent's Report**

- Budget – Will try some different strategies, and get information on the website. Building relationships with finance committee members.
- There was a meeting at the Mass world coalition. There are many legislative opportunities to express our voice. Seventy districts qualified for additional funding and SBRSD ranked 24 in order of need, based on 2016-2017 numbers.

- The Mid-Winter Superintendents meeting was today in Marlborough. This was an amazing professional learning opportunity. They talked about the importance of technology in the future of project-based learning, and how to work with businesses and communities.

11. **Curriculum & Professional Development Coordinator’s Report (Attached)**

Kerry reported on the Middle School Task Force. The first meeting is on February 7, 2018 at 3:15 p.m.

The Curriculum Subcommittee is planning on meeting on February 2, 2018 at 10:30 a.m.

12. **Director of Student Services Report (Attached)**

13. **Business Manager’s Report**

- a. Approval of Warrants – January 12, 2018 (Attached)

*Mr. Stewart made a motion to approve the January 12, 2018 warrant as submitted. Ms. Lartigue seconded the motion. There was no further discussion and the motion was unanimously approved.*

- b. Vote to Accept Grants and Gifts

Karebear Foundation \$2000

Gulotta Brothers \$500

Anonymous Donors \$600

Mass Cultural Council - \$1900 STARS

*Mr. Sears made a motion to approve the Grants and Gifts as presented. Mr. Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*

- c. Budget Transfers

*Ms. Lartigue made a motion to approve the Budget Transfer Requests as presented. Mr. Batacchi seconded the motion. There was no further discussion and the motion was unanimously approved.*

14. **Future Agenda Items**

- a. Report of College Submissions and Early Acceptances  
b. College and Career Planning Initiatives for FY19 and Beyond

15. **Adjourn**

*Mr. Batacchi made a motion to adjourn the meeting at 8:30 p.m. Ms. Lartigue seconded the motion. Motion passes unanimously.*

*Documents Presented at this Meeting:*

*Agenda #1538*

*Enrollment Figures*

*Proposed District Calendar for 2018-2019*

*Subcommittee List*

*Letter from the Town of Monterey*

*Policies: JJIF, JJIF-R, GCG, JC, JCA*

*Warrant January 12, 2018*

*Grants and Gifts*

*Budget Transfers*



**ENROLLMENT 2017-2018**

As of	8/1/2017	9/1/2017	10/2/2017	11/1/2017	12/1/2017	1/2/2018	2/1/2018
<b>Undermountain</b>							
Pre-K	12	10	10	11	12	12	12
Early K	13	12	12	13	13	13	13
Kindergarten	33	34	34	33	33	33	33
Grade 1	34	33	33	32	32	32	32
Grade 2	38	40	40	40	40	40	40
Grade 3	33	31	31	31	31	31	31
Grade 4	29	29	29	30	30	31	31
Grade 5	59	57	56	56	58	56	57
Grade 6	45	45	45	45	45	45	45
<b>Total UME</b>	<b>296</b>	<b>291</b>	<b>290</b>	<b>291</b>	<b>294</b>	<b>293</b>	<b>294</b>
<b>New Marlborough</b>							
Pre K	4	6	6	6	6	6	6
Early K	8	8	8	7	7	7	7
Kindergarten	8	8	8	8	8	8	8
Grade 1	20	20	20	20	20	20	20
Grade 2	10	11	11	10	10	10	10
Grade 3	18	18	18	18	18	18	18
Grade 4	16	17	16	16	17	17	17
<b>Total NMC</b>	<b>84</b>	<b>88</b>	<b>87</b>	<b>85</b>	<b>86</b>	<b>86</b>	<b>86</b>
<b>Total Elementary</b>	<b>380</b>	<b>379</b>	<b>377</b>	<b>376</b>	<b>380</b>	<b>379</b>	<b>380</b>
<b>Mt Everett</b>							
Grade 7	62	60	62	62	62	62	63
Grade 8	48	47	46	47	47	46	47
Grade 9	53	50	51	52	52	52	53
Grade 10	56	53	55	55	56	56	57
Grade 11	46	46	45	45	45	45	45
Grade 12	43	45	45	46	46	46	45
<b>Total MSHS</b>	<b>308</b>	<b>301</b>	<b>304</b>	<b>307</b>	<b>308</b>	<b>307</b>	<b>310</b>
<b>Total all Schools</b>	<b>688</b>	<b>680</b>	<b>681</b>	<b>683</b>	<b>688</b>	<b>686</b>	<b>690</b>

- Student aged out.



# SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT 2018-2019 CALENDAR

## DRAFT-2/14/18

**27** Staff Orientation - All Staff

**28** PD-Teachers and ESPs

**29** First Day for Students

**3 Days of School**

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**18** Presidents' Day

**18-22** February Vacation

**15 Days of School**

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**3** Labor Day-No School

**9** Rosh Hashanah begins

**14** Half Day for Students  
PD-Teachers

**18** Yom Kippur Begins

**19 Days of School**

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**8** Half Day for Students  
PD-Teachers and ESPs

**21 Days of School**

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**5** Half Day for Students  
PD - Teachers and ESPs

**8** Columbus Day -No School

**22 Days of School**

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**15-19** April Break

**19** Good Friday

**20** Passover Begins

**17 Days of School**

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**1** Elem Conf-Half Day for Students-No ESPs

**6** County Wide Prof Day  
Teachers and ESPs

**11** Veterans Day

**12** No School-Veterans Day

**21-23** Thanksgiving Break

**17 Days of School**

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**24** Half Day for Students  
PD - Teachers Only

**27** Memorial's Day

**22 Days of School**

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**2** Hanukkah Begins

**21** Half Day

**24-31** Christmas Break

**26** Kwanzaa Begins

**15 Days of School**

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**12** Last Day (180 Days) No Snow Days - Half Day for students

**27** Last Day with 10 Snow Days

**8 Days with no snow days**

JUNE '19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**1** New Year's Day-No School

**18** Half day for Students  
PD - Teachers

**21** MLK Day - No School

**21 Days of School**

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Teachers = 183 Days    ESP = 181 Days    \*\* All Staff**

**Staff Professional Days:**

8/27/18 Full Day-All Staff

8/28/18 Full Day - Teachers and ESPs

9/14/18 Half Day - Teachers Only

10/5/18 Half Day - Teachers and ESPs

11/6/18 Full Day-Teachers and ESPs

11/1/18 Half Day- Elem Conf - Teachers Only

1/18/19 Half Day - Teachers Only

3/8/19 Half Day-Teachers & ESPs

5/24/19 Half Day-Teachers Only



(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating 940 CMR 29.10, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of M.G.L. c. 30A, §§ 18 through 25, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

- (a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.
- (b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.
- (c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.
- (d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of all county public bodies in that county.
- (e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.
- (f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, § 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.
- (g) Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may, by majority vote of the commissioners at a regular meeting, authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

- (a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other as required by M.G.L. c. 30A, § 20(d);

- (b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location as required by M.G.L. c. 30A, § 20(d);
- (c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D.

(5) Permissible Reason for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting in accordance with the procedures described in 940 CMR 29.10(7) only if physical attendance would be unreasonably difficult.

(6) Technology.

- (a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.
  - 1. telephone, internet, or satellite enabled audio or video conferencing;
  - 2. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- (b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- (c) The public body shall determine which of the acceptable methods may be used by its members.
- (d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged wherever possible to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.
- (e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

- (a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.
- (b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.
- (c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- (d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.



- (e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

(8) Further Restriction by Adopting Authority. 940 CMR 29.10 does not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines after investigation that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

#### 29.11: Meeting Minutes

(1) A public body shall create and maintain accurate minutes of all meetings including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes in accordance with M.G.L. c. 30A, § 22(a).

(2) Minutes of all open and executive sessions shall be created and approved in a timely manner. A "timely manner" will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages public bodies to approve minutes at the next meeting whenever possible.

#### REGULATORY AUTHORITY

940 CMR 29.00: M.G.L. c. 30A, § 25(a) and (b).

## Certificate of Receipt of Open Meeting Law Materials

I, \_\_\_\_\_, who qualified as a member of the  
(Name)

\_\_\_\_\_, on \_\_\_\_\_, certify pursuant  
(Public Body) (Date)

to G.L. c. 30A, § 20(h) and 940 CMR 29.04, that I have received and reviewed copies of the following

Open Meeting Law materials:

- 1) the Open Meeting Law, G.L. c. 30A, §§ 18-25;
- 2) the Attorney General's Regulations, 940 CMR 29.00–29.11;
- 3) the Attorney General's Open Meeting Law Guide, explaining the Open Meeting Law and its application; and
- 4) if applicable, a copy of each Open Meeting Law determination issued by the Attorney General within the last five (5) years to the public body of which I am a member and in which the Attorney General found a violation of the Open Meeting Law.

I have read and understand the requirements of the Open Meeting Law and the consequences of violating it. I further understand that the materials I have received may be revised or updated from time to time, and that I have a continuing obligation to implement any changes to the Open Meeting Law during my term of office.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name of Public Body)

\_\_\_\_\_  
(Date)

*Pursuant to G.L. c. 30A, § 20(h), an executed copy of this certificate shall be retained, according to the relevant records retention schedule, by the appointing authority, city or town clerk, or the executive director or other appropriate administrator of a state or regional body, or their designee.*



### Remote Participation

- Modifies the reasons for remote participation to replace the former permissible reasons with one catch-all reason: physical attendance at the meeting would be unreasonably difficult. Other prerequisites and procedures for remote attendance remain in place. See 940 CMR 29.10.

### Meeting Minutes

- Adds a new section describing public bodies' obligations regarding meeting minutes. Meeting minutes must set forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made, and the actions taken at each meeting, including the record of all votes. Public bodies must approve meeting minutes in a timely manner. Public bodies that approve meeting minutes within the next 3 meetings or 30 days, whichever occurs latest, will have approved minutes in a timely manner, but a public body may also show good cause for further delay. See 940 CMR 29.11.

Because the vast majority of meetings of public bodies in Massachusetts are subject to the OML, M.G.L. c. 30A, §§ 18-25, and its accompanying regulations, these statutes and regulations have a direct impact on nearly every action taken by a public body in Massachusetts. As such, we encourage all of our clients to carefully review the amended OML regulations along with this Info-Gram to determine how these updated regulations will affect them.

For questions or concerns regarding these amended regulations, the Massachusetts Open Meeting Law in general, or specific concerns arising under the Open Meeting Law, please do not hesitate to contact our office.

### *Murphy, Lamere & Murphy, P.C.*

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## **SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT**

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### **Kerry Burke, Curriculum & Professional Development Coordinator School Committee Report for Thursday, February 15, 2018**

#### **Curriculum Subcommittee Meeting**

The Curriculum Subcommittee held a meeting from 10:30 AM to 12:10 PM on Friday, February 2, 2018, in Conference Room F-1. Present were Fran Lartigue, Genis Melendez-Delaney, Bob Law, and Bonnie Silvers along with Chris Regan and me. Beth Regulbuto was unable to attend due to an emergent situation.

Members of the audience included faculty and staff from Mount Everett along with Principals Mary Turo and Glenn Devoti and School Committee member Dennis Sears.

Ms. Lartigue called the meeting to order at 10:30 AM. The first item on the agenda was an update from old business about the Middle School Task Force. Inclement weather cancelled the initial meeting in January, rescheduling it to Wednesday, February 7, 2018, at 3:15 PM in the MERS Library with a snow date of Tuesday, February 13, 2018. Ms. Silvers proposed that we post the meeting to comply with MA Open Meeting Laws to ensure that any interested party could attend, including School Committee members. Please see details about that meeting below.

In addition, we addressed the following new business items as updates:

- The Grade 5 Capstone is a pilot this year based on Genius Hours model scheduled for a June 2018 presentation with details from Principal Turo and ideas for planning for next year offered by the Committee members.
- Various School Committee members discussed the details for an optional afterschool information session for teachers who have questions about the online learning platform Khan Academy.
- I announced Beth's request to draft a multiple year, district-wide curriculum and related professional development plan.

The next meeting of the Curriculum Subcommittee is Tuesday, March 20, 2018, at 10:30 AM in F-1. Ms. Lartigue adjourned the meeting at 12:10 PM.

#### **Middle School Task Force Launch Meeting**

On Tuesday, February 13, 2018, at 3:15 PM, we held the first meeting of the SBRSD Middle School Task Force (MSTF) in MERS Library with 24 people present. In addition to convening this group with its multiple perspectives with a positive tone and a collaborative setting for the work ahead, our objectives were to answer these three guiding questions:

- Why reconfigure our middle school now to include grade 6?
- What is our Common Ground for this work?



- Where Do We Go from Here?

Beth addressed why we are looking at the middle level at this time. I shared the definition of a task force and reviewed the history and components of the middle school model. Glenn outlined the current middle school experiences at Mount Everett for the group.

The members then watched on You Tube “*Did You Know that in 2028?*” and individually listed up to ten skills middle school students would need to attain now to be prepared for their futures in the light of the information presented in this video.

Link: <https://www.youtube.com/watch?v=QpEFjWbXog0>

Finally, the group reviewed the meeting time, confirming that 3:15 PM in MERS Library would be convenient for all moving forward. We changed the Wednesday, March 7 Task Force meeting to Thursday, March 1, to accommodate members involved in the three-day, middle school field trip to Washington, D.C. In preparation for this next meeting, I am compiling the skills submitted from the members to share at the table as a starting point for our next session of brainstorming and planning. This included scheduling parent/guardian forums for input and feedback.

At the conclusion of the meeting, Superintendent Regulbuto reminded the group that its task is to guide the creation of an environment with resources to support the needs and aspirations of developing adolescents at the middle level in grades 6-7-8. While we all hope this reconfiguration would be possible for the start of school in the fall 2018, her priority was ensuring that we have the best possible plan to accommodate the needs of middle level students before making any moves. She reminded everyone that there is no plan in place and that we must assess this work carefully to determine when we are best prepared to transition grade 6 from Undermountain Elementary to Mount Everett.

For meeting dates and MSTF materials/handouts from February 13 meeting, visit the SBRSD website at [www.sbrsd.org](http://www.sbrsd.org). Go to the District Tab, and select the Middle School Task Force option on the dropdown. Alternatively, use this link: <http://www.sbrsd.org/middle-school-task-force.html>.

The next MSTF meeting Thursday, March 1, 2018 3:15 PM in the MERS Library is open to participants as well as anyone interested in hearing the discussion. I will post all MSTF meeting minutes there through June 2018.

**Respectfully submitted,**

**Kerry Burke**

FY18 WARRANTS SIGNED  
WARRANT SUB-COMMITTEE MEETING, 1-26-18

	Voucher #	Total Amount:	General Fund Amount:
Manual Warrant			
Health Insurance Warrant - 2/1/18	1401	\$ 307,834.00	\$ 285,670.60
Health Insurance Warrant			
Vendor Warrant 1/26/18	1303	\$ 295,689.35	\$ 265,907.82
Vendor Warrant			
Payroll Warrant 1/4/18		\$ 342,680.99	\$ 319,675.11
Payroll Warrant 1/18/18		\$ 346,744.08	\$ 316,510.08
P-Card Warrant			
		<u>\$ 1,292,948.42</u>	<u>\$ 1,187,763.61</u>

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FY18 WARRANTS SIGNED  
WARRANT SUB-COMMITTEE MEETING, 2-9-18

	Voucher #	Total Amount:	General Fund Amount:
Manual Warrant			
Health Insurance Warrant			
Health Insurance Warrant			
Vendor Warrant 2/9/18	1402	\$ 66,490.58	\$ 36,290.25
Vendor Warrant			
Payroll Warrant			
Payroll Warrant			
P-Card Warrant 11/30/17	1106	\$ 9,815.25	\$ 2,731.66
		<u>\$ 76,305.83</u>	<u>\$ 39,021.91</u>

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