

**REGULAR SESSION MINUTES**  
**September 8, 2014**

A meeting of the Swampscott School Committee was held in Room B208 at Swampscott High School commencing at 7:00 p.m. with the following members present: Mr. Ted Delano, Chairman; Ms. Carin Marshall, Vice Chairman; Ms. Amy OConnor, Ms. Suzanne Wright and Ms. Gargi Cooper. Also Present: Ms. Pamela Angelakis, M.A. M.Ed., Superintendent of Schools; Lois Longin, Director of Curriculum and Instruction; Dave Castellarin, Town Accountant and Student Representatives Megan Russo and Ian Crimmins.

Mr. Delano explained that two students were invited to come and lead the pledge of allegiance and read the Mission Statement of the District. He gave the Committee some background on each student and introduced Middle School 7<sup>th</sup> grade students Tyler Seller and Jack Miller.

**PUBLIC COMMENT**

There was none.

**COMMITTEE COMMENT**

There was none.

**CONSENT AGENDA**

Mr. Delano stated he would entertain a motion for approval of the minutes from July 21, 2014 and August 24, 2014 and warrants under the consent agenda.

**MOTION:**

It was moved by Ms. OConnor and seconded by Ms. Marshall to accept the consent agenda. The motion passed unanimously.

**SUPERINTENDENT'S REPORT**

**SHS Field Trip – Paris, Nice, Monaco & Barcelona – Ms. Baralt & Ms. Albert**

Ms. Angelakis introduced French teacher, Ms. Albert and Spanish teacher Ms. Baralt and invited them forward to give a presentation on their proposed upcoming trip. Ms. Baralt distributed a packet with an itinerary and pictures from the last trip as well as a letter from a parent. She stated the trips had been done separately in the past but thought that in combining them they hoped to widen it to more people. Ms. Albert reviewed the itinerary with the Committee and explained that a tour guide would be with them at all times and that the trip is very educational and connected to their curriculum. Ms. Baralt said that currently there were six students registered to go on the trip and that they planned to advertise for more interest. Ms. Angelakis stated she knew there was fundraising to help defray the cost of the trip. Ms. Albert agreed and said they try to make it accessible for everyone. Ms. Wright asked if there was a maximum number of students who could attend. Ms. Albert said she didn't think so, but that they would need 12 students for two teachers to go. Ms. Wright questioned taking students from other communities. Ms. Albert said she thought they could and may reach out to Marblehead in the future. Ms. Cooper asked which grades could attend the trip. Ms. Albert said it was open to all grades. Ian Crimmins asked how long the window was open for a student to show interest. Ms. Albert said it could be as close as a few weeks before but students were encouraged to decide earlier rather than later due to incentives and payment plans. Ms. Angelakis advised that since it was an out-of-country field trip the Committee needed to vote to approve.

**MOTION:**

It was moved by Ms. Marshall and seconded by Ms. Wright to approve the out-of-country field trip dated April 17, 2015 – April 25, 2015. The motion passed unanimously.

**Professional Development – Ms. Longin**

Ms. Angelakis stated that a lot of work has been done between last spring as well as over the summer in regards to professional development and she asked Ms. Longin to come and explain the things that have taken place in regards to professional development. She reminded those that part of the Tell Survey results showed that many faculty felt there was a lack of PD within the District across every level and added that Ms. Longin has worked

hard to put together a plan. Ms. Longin explained that one of her first goals with the help of Nancy Hanlon and the Union was to put together a professional development handbook for staff and that the District hasn't had one in many years. Ms. Longin gave the Committee an overview of the handbook and its sections.

*At 7:30 p.m. Ms. OConnor left the room.*

Ms. Longin stated that section 4 of the handbook, which explains and provides forms for teacher evaluations, is probably the most important for this year. She stated that it reviews the entire evaluation process. Ms. Angelakis added that this section came from teachers' concern that the process wasn't even across all levels and the new handbook does that. Ms. Longin explained that the District has chosen nine elements to concentrate on and when the Administration goes in to observe a teacher they will be focusing on those elements. Ms. Longin also explained there was a section which included forms which teachers need for certifications.

*At 7:36 p.m. Ms. OConnor returned.*

Ms. Longin referred to the Professional Development assessment survey and said they felt the best way to address the issues was to give the teachers ownership and a way to get the teachers passionate about their projects. Teachers began submitting ideas of what they wanted to do and by the beginning of September Ms. Longin had over 50 examples of PD projects. She gave the Committee some examples and explained that staff would work in groups over the eight or nine early release days and would showcase their work among their colleagues at the last two professional development days. Ms. Angelakis asked the Committee if they had any questions. Ms. Wright questioned the process for the PD projects. Ms. Longin reviewed how the groups will meet to create curriculum and work on that project throughout the school year. Ms. Longin reviewed the process for assigning PD credits for the projects. Ms. Wright stated she loved to see the teachers across the grades and schools collaborating together. Ms. Angelakis added that she has heard nothing but positive feedback from staff. Mr. Delano commented that some of the examples of projects were fantastic ideas. Ms. Cooper added that there is a lot of free PD out there and wondered how that information gets out to the teachers. Ms. Longin stated that there is a PD button on First Class and any emails she or Mrs. Caron receive gets forwarded to that link so that teachers may access any available information. Ms. OConnor stated she felt very lucky that the District has Ms. Longin in this position. Ms. Angelakis thanked Ms. Longin for her presentation.

### **Enrollment Numbers**

Ms. Angelakis gave the Committee an update of the enrollment numbers from August 25<sup>th</sup> and stated she would have another by October 1. She reviewed the numbers at each level of elementary, middle and high school. There was discussion about class size at the Middle School and it was discussed to highlight programs at the Middle School in hopes of retaining some students who may leave at the end of Middle School for private high schools.

### **Athletic User Fees**

Ms. Angelakis explained that it was brought to her attention that there were unpaid athletic user fees and she stated that she requested numbers from the Athletic Department. She stated she met with the Athletic Director and that letters would be sent to families who owed user fees from the 2013-2014 school year with a seven day window to pay. She added they would then address the 2014-2015 fees. Mr. Castellarin gave an overview of the outstanding amounts and explained that the Athletic Department was approximately \$85,000 short but that there were some receipts that still needed to be added into the system. There was discussion on collection of payment and a process to simplify it in the future. Ms. Cooper questioned if the AD was responsible to be on top of the accounts. Ms. Angelakis stated there was no current job description for the AD. There was a lengthy discussion on a process to move forward to ensure fees are collected and Mr. Castellarin felt there wouldn't be this problem in the future.

Ms. Angelakis concluded her report.

**SUBCOMMITTEE REPORTS**

**Finance Subcommittee Update**

Mr. Delano stated that the Finance Subcommittee did not meet today because of a conflict and that they hoped to reschedule for the beginning of next week.

Ms. Cooper questioned when they would receive a copy of the updated budget. Mr. Castellarin stated they could receive them weekly or monthly. Ms. Cooper said once a month would be great.

**Policy Subcommittee Update**

Ms. Marshall stated Policy Subcommittee had a policy review session last week and would move forward with additional sections at their next meeting. There was discussion on when the entire handbook would be approved. Ms. Marshall stated it would be at the end of the review and that they would have a list of changes to highlight. Ms. Cooper questioned the social media policy and Ms. Marshall stated that could be looked at earlier as needed.

Mr. Delano reported on the Tri-Chair Meeting and stated that some concerns that members had forwarded to him were not able to be discussed but he hoped to do so at the next meeting.

Ms. Wright updated on the Communications Subcommittee and stated that they focused on getting the message out for the new school building and that Ms. Angelakis has a meeting this week and that they would know more after that meeting.

**NEW BUSINESS**

**Superintendent Goals Discussion**

Mr. Delano stated he felt it was important to start moving forward with the goals discussion and stated he was curious to know if the Committee thought they should form a Subcommittee. Ms. Marshall stated she thought from maybe a scheduling standpoint it made sense and was more efficient. Mr. Delano agreed. There was a discussion regarding forming a Subcommittee. Mr. Delano suggested adding it to the September 22<sup>nd</sup> workshop meeting. Ms. Angelakis stated she could create a draft of what she felt the goals would be by that date.

**ADJOURNMENT**

**MOTION:**

At 8:48 p.m., it was moved by Ms. Cooper and seconded by Ms. Marshall to adjourn. The motion passed unanimously.

Respectfully submitted,



Pamela R.H. Angelakis, M.A., M.Ed.  
Superintendent of Schools  
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Date: