



**Haverhill Public Schools - School Committee  
Regular Meeting Minutes of October 11, 2018**

Mayor James Fiorentini called the meeting to order at 7:00 p.m.

The following members were present:

|                                      |   |
|--------------------------------------|---|
| Attorney Richard Rosa                | Mr. Sven Amirian                              |
| Ms. Gail Sullivan                    | Mrs. Maura Ryan-Ciardello (7:03 pm)           |
| Mr. Scott Wood                       | Attorney Paul Magliocchetti, Vice Chairperson |
| Ms. Margaret Marotta, Superintendent |   |

The members and audience recited the Pledge of Allegiance.

Public Comment.

Attorney Magliocchetti introduced Mr. Doug Cokely, an involved parent outlined his son's experience with the Model UN over his high school career. He noted that approximately 70 students were involved in the program. Mr. Cokely works for a company called the Nordson Corporation which has a foundation that supports STEM initiatives. Mr. Cokley encouraged Mr. Zach Simmons to submit a grant application and it was reviewed and presented to the board He concluded \$8,000 was awarded to support the Model UN Program at Haverhill High School.

Attorney Magliocchetti was pleased to relate that involved parents and students had made this opportunity a reality.

Communication and Reports.

Student Advisory Council Report – Katherine Hubbard.

Mr. Alexander Papanikolaou was filling in for Katherine Hubbard at this meeting. He noted that last week there were many Spirit Week activities including the Bonfire. Alex concluded that all events were well received.

Attorney Rosa introduced Judith Croker, an Outreach Coordinator from the Massachusetts Department of Transportation, will discuss the Massachusetts Safe Routes to School program, which works to increase safe biking and walking to school among elementary and middles school students. Ms. Croker noted that the only partner school in Haverhill was Tilton School.

She presented a PowerPoint presentation to the Committee [SRTS 101 ppt - Haverhill 2018.pdf](#).

Attorney Rosa commented the resources were free to the district.

Several members of the committee spoke in support of the program.

Mayor Fiorentini noted that if the Superintendent was willing to put together a stakeholder meeting, he would ensure the attendance of police officials and others.

Financial Update – Brian O'Connell, Business Manager.

The Business Manager would highlight each of the following documents:

- [Budget Account Expenditure Report - FY 19 - 10-3-18 10.10.18.pdf](#)
- [Budget Status Memorandum - FY 19 First Quarter - 10-3-18 rev 10.10.18.pdf](#)
- [Proposed Budget Transfers - 10-11-18.pdf](#)
- [Proposed Budget Transfers by Cost Center - 10-11-18 SC Meeting.pdf](#)

Mr. O'Connell reported the district was in sound fiscal condition this evening. He stated several documents had been included in the packet and would be recommending one vote later this evening. Additionally, Mr. O'Connell noted that the budget process would begin within the next month.

Mr. Wood made a motion to approve the budget transfers as outlined 10.11.18. Attorney Magliocchetti seconded the motion.

Mayor Fiorentini questioned the transfer of monies from the north side of the city and the south side of the city.

Ms. Marotta noted that with the opening of Hunking School, decisions were made by the previous administration the decision was to fill Bradford Elementary with programs. The superintendent commented that there are many high needs and/or specific needs students that are now attending the school.

Mayor Fiorentini asked that the superintendent to review the enrollment situation at budget time.

Attorney Magliocchetti asked if Golden Hill had sufficient funding levels.

Superintendent Marotta indicated that the Golden Hill principal felt the staffing levels were sufficient. She noted intensive core instruction was needed and would be implemented at the school.

The Mayor questioned the Pentucket Lake's funding change and an explanation would be provided to the committee.

Superintendent Comments/Reports.

Ms. Marotta announced a \$15,000 donation from the Maddox Foundation to support professional development, which will include working with 1647 Foundation.

The Superintendent announced the hiring of Helene Levine, as the Literacy Supervisor Grades K-12.

Superintendent's Goals.

Superintendent Marotta outlined her goals for this year [MM goals 18-19R.pdf](#).

Mr. Wood asked about updates on entry plan.

Mayor Fiorentini related the School Committee should set the goals.

Ms. Sullivan agreed the Committee should talk about goals for the Superintendent.

Mayor Fiorentini would recommend forming a subcommittee on goals.

Mr. Wood recommended the evaluation being conducted in June or July. Attorney Magliocchetti concurred with the timing of evaluation in July.

Mayor Fiorentini and Ms. Sullivan will be members of the subcommittee.

School Committee Communications.

MASBO Haverhill Financial Operations Review [Haverhill Financial Operational Review.pdf](#).

Ms. Marotta noted it was a lengthy report and would be discussed more in-depth discussion at a future meeting. The Superintendent noted that MASBO had indicated that they had met some extremely dedicated staff and administrators as well as school committee and municipal officials that are committed to improving district operations.

Superintendent Marotta briefly outlined some key points from the lengthy report:

Business Office:

- Balanced budget past three years
- Areas for improvement
  - improved position control
  - internal payroll tracking system – School Brains and Budget Sense
  - adopt electronic timekeeping and recordkeeping
  - role clarification
  - grants management

Special Education:

- update job descriptions
- control over budget
- IEP software purchase – not robust

Facilities:

- Development of a capital improvement plan for schools
- Consider FOB electronic card access
- Allocate resources based on need

Superintendent Marotta noted that one of the recommendations was for the district to rethink the budget process and create a more transparent process for the school committee and public. She noted that the budget is the “driver” for improvement for academics.

Mr. Wood questioned fact-checking of the report.

Ms. Marotta noted that unless there was a verifiable factual error, the report would remain as written.

Attorney Rosa stated it was time to implement best practices such as:

- Invoices with warrants
- Administration of Grants
- Facilities staff
- Hopefully some of these suggestions would be implemented
- CORI correctly
- 5-year contract with bus company
- Regulation 603 10:5 appropriate indirect city charges
- Substantially efforts to provide quality instruction and programs while controlling costs
- ELA Supervisor
- Budget Process Early Development

Attorney Magliocchetti was pleased with the report and asked about a possible follow-up. He noted implementing best practices was important.

Ms. Sullivan indicated it was a very good, detailed and thorough report. She commented areas of concern such as, data management, lack of trust in our own data, not developing a long-term technology plan as well as having no clarity on the encumbrances including pre-purchases.

Mr. O’Connell would put a list together of the expenditures.

Ms. Sullivan commented that the School Committee should have had input in the allocation of the \$1m dollars from FY18.

Mr. Amirian appreciated the “deep dive” from an outside agency in our practices.

Ms. Marotta referenced the large number of low-income students either by school or district and potential for universal free breakfast and lunch.

Mr. Amirian related that if students lack the proper nourishment both their studies and participation in school work suffer tremendously.

The Superintendent was encouraged by the possibility of universal free breakfast and lunch.

Attorney Magliocchetti questioned the transparency and timing of the \$ 1m expenditures. He concluded that Mr. O’Connell should come prepared to answer questions on the \$1m at a future meeting.

Mayor Fiorentini stated that outsourcing saves money not insourcing. He looked forward to a more detailed discussion.

Ms. Marotta stated that Haverhill has not moved to a more inclusive model/environment of special education. She noted that general education class sizes are high. The superintendent asked how it would be helpful to the committee.

Attorney Rosa hoped that this would not be another report placed on a shelf.

Ms. Sullivan: Critical Incidents Report.

Ms. Sullivan went to a MASC workshop on Critical Incidents are not necessarily an armed intruder but other incidents such as, the recent gas explosions in the Merrimack Valley. She related that it was a very detailed workshop and other plans that could be implemented.

Subcommittee Reports – No reports.

New Business.

The Superintendent recommended approval of the following Warrants [SC Agenda Warrants 10.11.18 4 A 1-3.pdf](#) as indicated in the agenda material:

- 1) Warrant Number EV20181012 totaling \$491,230.37
- 2) Warrant Number EV20181012A totaling \$299.70
- 3) Warrant Number EV20181012B totaling \$394,906.51

Mr. Wood made a motion to approve Warrant Number EV20181012 totaling \$491,230.37 as indicated in the agenda material. Ms. Sullivan seconded the motion.

The chair called for a vote of the members:

|               |     |                     |     |
|---------------|-----|---------------------|-----|
| Attorney Rosa | Yes | Mr. Amirian         | Yes |
| Ms. Sullivan  | Yes | Mrs. Ryan-Ciardello | Yes |



