

PRELIMINARY MINUTES

**TOPSFIELD SCHOOL COMMITTEE (TSC)
REGULAR MEETING
PROCTOR SCHOOL LIBRARY
TOPSFIELD, MA**

**January 19, 2012
7:30 p.m.**

Members Present: Susan Archer, Jeanine Cunniff, Rosemarie Lucey, Joe Quigley and Gordie Spater
Members Absent:

Others Present: Dr. Bernard Creeden (Tri-Town Union (TTU) Superintendent), Steve Greenberg (TTU Director of Finance and Human Resources), Michelle Costa (Principal, Steward School), Sarah O’Leary (Principal, Proctor School), Jeff Evaul (Parent/ex-TSC member), Lysay Lantz (Proctor Teacher/ Topsfield Teachers’ Association (TTA)), Kathy Curran (Videographer/Proctor/Steward Teacher) and Ellen Gaskell (Recording Secretary)

ROUTINES:

1. Call to Order: Chairperson Jeannine Cunniff called the meeting to order at 7:32 p.m.
2. Remarks from the Public: None
3. Reports from Other Committees
 - a. Tri-Town Union School Committee: The Central Office Apportionment for FY13, a comparison of Tri-Town programs and Professional Development Days in the upcoming school year for the new math curriculum and new writing curriculum were discussed.
 - b. Topsfield Renewable Energy and Green Communities Committee Update: J. Cunniff reported. The Green Communities Committee is currently deciding on an Energy Savings Company (ESCO) to work with the town.
 - c. Math Curriculum Review Committee Update: The Math Curriculum Committee is working on which math curriculum it plans to recommend for the next school year; its pilot program is ongoing. They will make their decision soon.

REPORTS:

1. Report of the Superintendent:
 - a. Personnel Update: No personnel issues to report.

NEW BUSINESS:

1. FY 2013 Budget Development: S. O’Leary, M. Costa and S. Greenberg presented. There was a copy of the PowerPoint presentation about Topsfield Technology Budget Planning for FY13 in the packet. See the PowerPoint presentation for details. The Technology Review and Recommendations for Topsfield Elementary Schools (11/29/11), and the Technology Budgets for both Steward and Proctor Schools were included. These reports and the PowerPoint presentation will be available on the Principal’s Blog.
 1. FY 2012 Budget Proposal Draft #1: the technology piece of this budget was covered tonight.
 2. Number of Classroom Sections: Will be covered at a later meeting.
 3. Technology Planning: See above
 4. Potential Warrant Article Language: Will be covered at a later meeting.

5. Budget Development Timeline: Will be covered at a later meeting.
2. School Committee Annual Report FY 2011 Final: Copy of which was included in the packet. There are 2 teachers whose names need to be added to the "New Staff" paragraph on Page 1. The Annual Report was approved at the previous TSC meeting, on 1/5/12.
3. Correspondence: J. Cunniff got magazines.
4. Other: M. Costa supplied Kindergarten enrollment information; the memo was included in the packet. At present, 54 children are registered for Kindergarten next fall.

CONSENT AGENDA:

1. Meeting Minutes of Previous Meetings: Copies of which were included in the packet.
 - a. 1/5/12 Regular Meeting
 - i. Page 1, Others Present, replace *Carey Shugrue* with *Jen Hunt*; remove the ? after *Dan Shugrue's* name.
 - ii. Page 1, Reports from Other Committees, Topsfield Renewable Energy and Green Communities Update, The second sentence should read: ***The Renewable Energy Committee has committed to a 20% energy reduction of energy consumption in town buildings and vehicles; they are looking at lighting right now.*** 5th Sentence, use the name ***Green Communities Committee*** instead of *committee*.
 - iii. Page 2, New Business, FY 2013 Budget Development, 1st Sentence, the sentence should read: ***Dr. Creeden presented the Superintendent's Proposed Budget.***
 - iv. Page 3, New Business, FY 2013 Budget Development, #10, 8th Sentence should read: ***J. Cunniff said that although (free) Five Day Kindergarten was worthy of discussion, at this point it is not fiscally possible.***
 - v. Page 3, School Committee Annual Report FY 2011 Draft #3, 2nd Sentence should read: ***The only outstanding item of the Annual Report is to populate some charts with numbers; the Central Office will provide them.***

A motion was made by R. Lucey to accept the amended 1/05/12 TSC Regular Meeting minutes, seconded by S. Archer. Motion passed 4-0-1, with J. Quigley abstaining due to absence.

2. Bill Warrants and Payrolls (as read by J. Cunniff; handout distributed at the meeting):2/17/12
 - i. Bill Warrants and Payrolls – Sign and Vote to Accept:
 1. BW#12-48 1/19/12 \$30,506.24
 2. BW#12-49 1/19/12 \$783.40
 3. BW#12-50 1/19/12 \$13,278.65
 4. Payroll #15&12&10 1/26/12 \$210,877.21
 5. Total \$255,445.50
 - ii. Bill Warrants and Payrolls – Vote Only: None
 1. Grand Total \$255,445.50

Motion made by S. Archer to pay the Bill Warrants and Payrolls as read by J. Cunniff, seconded by R. Lucey. Motion passed unanimously.

ADJOURNMENT:

At 9:50 pm, S. Archer moved to adjourn, seconded by G. Spater. Motion passed unanimously.

Respectfully submitted,

Ellen Gaskell

Recording Secretary

Per the new Open Meeting Law, here is a list of the documents that were either distributed to the TSC before the meeting in a packet, or at the meeting:

1. Agenda
2. Attendance Log
3. Preliminary TSC Minutes – 1/05/12 Regular Meeting
4. Bill Warrant and Payroll Sheet (1/19/12)
5. Topsfield Technology Budget Planning for FY13 (1/17/12)
6. Technology Review and Recommendations for Topsfield Elementary Schools (11/29/11)
7. Steward School Technology Budget – Level 1 (1/17/12)
8. Proctor School Technology Budget – Level 1 (1/17/12)
9. Annual Report of the Elementary School Committee
10. Kindergarten Enrollment Information