

Westport School Committee
Regular Meeting
DATE: Thursday, September 2, 2021
TIME: 6:30 p.m.
PLACE: Virtual Meeting

Please click the link below to join the webinar:
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MINUTES

Members Present: Michelle Orlando, Melissa Pacheco, Nancy Stanton Cross, Antonio Viveiros

Members Absent: Nancy Tavares

Also Present: Kevin Aguiar Assistant Principal Westport High School, Thomas Aubin Superintendent, Laura Charette Principal Westport Middle School, Jennifer Chaves Extended Day Director, Stacey Duquette PreK-Gr.4 Principal, Darren Elwell Director of Curriculum, Michael Grandfield Assistant Principal Westport High School, Kristin McDaniel Human Resources Director, Kerri McKinnon Principal Westport High School, Lori Melo Administrative Assistant, Sean Persico Assistant Principal Westport Middle School, Michelle Rapoza School Business Manager, Elaine Santos Director of Special Education, Anthony Tomah Technology Director, 26 Community Participants

I. Call to Order and Pledge of Allegiance - Vice-Chair Stanton Cross opened the Virtual School Committee Meeting at 6:40 pm. with a quorum of the members present, followed by the Pledge of Allegiance.

II. Vice-Chair Stanton Cross announced:

This meeting is being held remotely in accordance with the Governor of Massachusetts' March 12, 2020 order suspending certain provisions of the Open Meeting Law G.L. c.30A, Section 20 and on June 16, 2021 Governor Baker signed an Act relative to extending certain COVID-19 measures adopted during the state of emergency.

Comments and Statements from the Public - There were none.

III. Informational Agenda

A. Superintendent Report - Superintendent Aubin announced it was an incredible week, they passed the life and safety inspection and are now insured as owners of the new building. A Temporary Occupancy Permit has been issued. The first day of school will be September 7, 2021.

The following information was provided by the building leaders:

Laura Charette Middle School - Ms. Charette reported they are excited for the start of school. Drop off time is 7:00 am. by parent or guardian. Come in by the east side (on right closest to library). Pick up will also be in the same place. Middle school students will report to the auditorium and high school students report to the cafeteria. Breakfast and lunch are free. Students should arrive by 7:25 am., 2:00 pm. is dismissal time. Enter by east side for pick-up, bus drop off is at the front of the building. When dropping off and picking up everyone is asked to remain in line in the back of the school. Do not come in library entrance this is only for buses. There will be police details all week and administration will also be outside. It was suggested to place a graphic on social media showing the drop-off/pick-up location routes.

When the middle school students report to the auditorium they will receive a hardcopy of their schedule and will be seated according to homeroom. There are 515 middle school students. On the first day,

students will be dismissed by homeroom. The homeroom period will be extended to 30 minutes so students can deal with lockers and get familiar with the building. Wings are separate. Grades 5-8 have a separate space to eat breakfast in the cafeteria. Grades 5 and 6 have 1st lunch at 10:30 am. Grades 7 and 8 eat at 11:30 am. Schedules are posted on the portal, email Ms. Charette if help is needed to access the portal or with anything else. Tryouts for middle school boy's and girl's soccer will be after school next week.

Ms. McKinnon High School - Students will be traveling via the WES access road and parking spaces are located near the WES road. Do not worry about obtaining parking passes at this time. Mr. Aguiar will be outside greeting students. High School students will report to the cafeteria for schedules. High School students do not have homeroom. Grades 9 and 10 will go to lockers and have tours after 45 minutes with teachers during A block. On B block, Grades 11 and 12 will do the same routine for lockers and tours after 45 minutes with teachers. High School is divided by courses not grade. Second lunch is 11:00 am., last lunch is 12:05 pm.

Physical Education classes for both middle and high school students will either go outside, use auditorium or have a health lesson because gym floor is not ready to use.

Ms. Orlando asked how parents/guardians will know about this information. Ms. McKinnon uses a newsletter called *Wildcat Family News* using smore.com for the high school. Information will be made available on the Westport Community School's Facebook Page, and We the People website. It was suggested to also use Herald News and Shorelines.

Ms. Pacheco mentioned the newsletter is a great idea however she did not receive it in email. Ms. Pacheco suggested to send out a follow up to ask if parents/guardians received the newsletter. Also, possibly using the one call system for information. Ms. McKinnon mentioned it may be embedded in spam.

Ms. Stanton Cross asked about lunch accounts and using swipe codes? Ms. Rapoza informed that all students receive free breakfast and lunch. They pay for Gatorade or a second sandwich. Parents will expect no swipe codes and student's names will be looked up. There are no lanyards at this time. Ms. Stanton Cross asked if there will be limitations on distance? Ms. Rapoza said there is no spacing required by DESE, no masks when eating, mask wearing in side building till October 1 when it will be reviewed. If vaccination rate reaches 80% then vaccinated people will not need to wear masks.

Superintendent Aubin informed everyone there are still remaining items on a punch list leaving some construction still going on after the opening of school. They are focused on safety with everyone signing in and having a helmet with a number on it for easy identification. All have been CORI checked. They have set up a protocol to document who the construction people are to keep everyone safe as the remaining work continues.

Ms. Rapoza reported the updated bus routes have been given to the Technology Department to post on the website this evening. Please have students outside 15-20 minutes earlier than the assigned bus time. They do not have K students this week. Email Ms. Rapoza at mrapoza@westportschools.org if there are any problems. Students need to have masks on when riding the bus for everyone's safety. Penalties will be enforced.

Ms. Duquette WES/MAC Pre-K - Gr. 4 - Ms. Duquette is working on a WES newsletter. Some staff have been switched around. Class lists have been sent out. Some parents and students had a stroll and have been dropping off supplies. Ms. Duquette encourages consistency at the start of school for drop offs, pickups, and riding the bus to build routines. Everyone will be helping students. Parents should be sure to relay the exact pick up procedure to their child to avoid confusion on how they are getting home. Students do not need to bring supplies all at once, it can be staggered. Chromebooks are not needed on the first day for WES.

Drop off at WES busses first at 8:15 am. Parents at 8:20 am. There will be someone outside directing traffic. School starts at 8:35 am. Students should arrive at 8:20 am. - 8:25 am. and children should come

out on the passenger's side. Ms. Duquette reported 2:40 pm. is the pick-up time at WES and the space can fit 30 cars. Buses will pick up at 3:00 pm. at WES.

Ms. Rapoza added because both schools are located on 1 campus please do not come earlier to pick up your child due to safety issues.

Ms. Santos reported going over to the new building to look at the substantially separate classrooms and the sensory room. Ms. Santos is working with Ms. Duquette on the Pre-School Program structure. She has been calling parents and is waiting for 7 more responses. They have posted for an anticipated teacher and a teaching assistant. They may be opening a 3-day and 2-day class.

Sports- Any questions can be directed to Mr. Pacheco Athletic Director by phone call or email.

Ms. Chaves reported the pods have been turned over for after school care and there will be one location for the Extended Day Program. Ms. Chaves will be carefully monitoring bus transport to the pods from all locations. Staff at the pods will have a checklist for students. Some students will take the van over, K students will be walked over. There is a total of over 60 participants.

Mr. Elwell reported Convocation took place. They held a presentation on school law, teaching assistants and support staff learned about social emotional topics, teachers as part of curriculum development completed inventory and units of study.

Mr. Tomah gave a technology update. They need to obtain hardware to create training videos that will be completed soon. They are working on the installation of phones. Old phones are still working with the plan to have the crossover tonight.

Chromebooks- Students in the middle and high school should have their devices with them fully charged along with charging units. Chromebooks are not needed for WES on the first day.

B. WCS Bill Warrant: 9-10-21 \$80,629.90 - Vice-Chair Stanton Cross acknowledged the bill warrant was signed. The bill warrant dated 9-10-21 was in the amount of \$80,629.90 and was emailed to school committee members for review. Ms. Stanton Cross had a question on an item for staff training in and out of district/Landmark School. She requested a further breakdown moving forward. Ms. Rapoza will provide further information.

C. Discussion of Green Communities Competitive Grant – Mr. Aubin explained there is a grant available for \$200,000 to change all the interior lighting for the MAC and WES to LED lighting. There is a shortage of \$34,863 that will be needed to go forward with this project. Kathy Stanley is the Westport Energy Manager and the funding source is a technical assisting grant funded through utility incentives.

Ms. Pacheco asked if any matching funds are needed and if there is a need to show an estimated savings? In addition, are there any other costly obligations that could come now or at the end? Mr. Aubin verified there is no requirement to demonstrate a savings.

Ms. Stanton Cross requested this item to be placed on the Action Agenda for the next meeting and give members the information 48 hours ahead of time for review.

D. MASS Certificate of Academic Excellence - Mr. Aubin reported this is an annual award given to a senior. Ms. McKinnon and Mr. Aguiar will be working on this. The award is normally done at the end of the year but it would be beneficial to do this early in the year in order for the student to use this for a resume.

E. Mask Mandate Update - Masks will be worn inside the buildings and on the buses, masks are not worn outside. Mask requirements will be looked at on October 1 and could change if the number of vaccinated people in the community reaches 80%. Check on the school website for information. Ms. Stanton Cross would like to keep the public updated with the percentage rates. Mr. Aubin mentioned the numbers are updated weekly on Thursdays.

F. Subcommittee Updates - Mr. Viveiros reported there are staff, students, and parents walking into the new school. There are still some items to be completed. The playing fields are just beginning and they will be working on them through the Winter. The School Building Committee will still be working to finish punch list items. All staff should forward concerns to their respective principal.

Ms. Orlando reported she was unable to remotely dial into the last Audit Meeting. She is waiting for the minutes. An audit letter was received.

VI. Action Agenda

A. Review and Act on Minutes of Thursday, August 19, 2021 -

A motion was made to approve the Minutes of Thursday, August 19, 2021.

Motion by Pacheco, seconded by Orlando

4/0/0

B. Review and Act on Westport Middle-High School Student Handbooks with Mask Mandate Requirements - Ms. McKinnon did an update on the handbooks based on the discussion that was held. There was a bulleted list of revisions sent to the committee. Cell phone use in the high school is approved in the cafeteria area only. Cell phone use in the middle school is not allowed anywhere in the building. There is no gum chewing unless it is an accommodation.

A motion was made to approve the Westport Middle-High School Student Handbooks with Mask Mandate Requirements.

Motion by Viveiros, seconded by Orlando

4/0/0

C. Review and Act on Westport Elementary School Student Handbook with Mask Mandate Requirements - Ms. Duquette reported some policies were updated on the dress code. There is no cell phone use and no gum chewing unless it is an accommodation. This handbook does not include the MAC.

A motion was made to approve the Westport Elementary School Student Handbook with Mask Mandate Requirements.

Motion by Viveiros, seconded by Pacheco

4/0/0

D. Review and Act on WFT Impact Bargaining Agreement – COVID - Item tabled to the September 16 meeting.

E. Review and Act on the Donation of 31 Pairs of Shoe to the Students of Westport from the Rotary Club of Fall River - Mr. Aubin is requesting to move this item forward.

A motion was made to accept the Donation of 31 Pairs of Shoe to the Students of Westport from the Rotary Club of Fall River.

Motion by Viveiros, seconded by Pacheco

4/0/0

F. Review and Act on Contributing \$34,864 to the Green Communities Competitive Grant for the LED Lighting Replacement for the WES - Item tabled to the September 16 meeting for additional information.

V. **Routine Matters - Correspondence and Notices** - There were none.

VI. **Topics the Chair could not Reasonably Anticipate Forty-eight (48) Hours in Advance of the Meeting** - There were none.

FOLLOW UP ITEMS

The committee requests:

- Ms. Rapoza will get more information on staff training in and out of district/Landmark School.

VII. **Adjourn** - A motion was made to adjourn. With members being present and voting individually and unanimously, the motion passes.

Motion by Orlando, seconded by Pacheco

4/0/0

Roll call vote:

Orlando Yes Pacheco Yes Stanton Cross Yes Viveiros Yes

The Virtual School Committee Meeting adjourned at 8:23 pm.

MEETING DOCUMENTS

Westport Middle-High School Student Handbook with Mask Mandate Requirements

Westport Elementary School Student Handbook with Mask Mandate Requirements

Implementation of DESE Mask Requirement August 25, 2021

WFT Impact Bargaining Agreement – COVID - tabled

Donation of 31 Pairs of Shoe to the Students of Westport from the Rotary Club of Fall River

Contributing \$34,864 to the Green Communities Competitive Grant for the LED Lighting Replacement for the WES - tabled

Submitted by Sharon Pinho School Committee Recording Secretary