

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

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/89506557272?pwd=QnBmOEhORm5qR2gyU2RjNUwyWFVCZz09>  
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Webinar ID: 895 0655 7272  
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**MINUTES**

**Members Present:** Michelle Orlando, Melissa Pacheco, Nancy Tavares, Antonio Viveiros

**Members Absent:** Nancy Stanton Cross

**Also Present:** Thomas Aubin Superintendent, Jennifer Chaves Extended Day Director, Kristin McDaniel Human Resources Director, Lori Melo Administrative Assistant, Michelle Rapoza School Business Manager, 3 Community Participants

**I. Call to Order and Pledge of Allegiance** - Chair Tavares opened the Virtual School Committee Meeting at 6:32 pm. with a quorum of the members present, followed by the Pledge of Allegiance.

Chair Tavares called for a Moment of Silence for the families and the community of Oxford High School in Michigan.

**II. Chair Tavares 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 -**

**Mr. Aubin reported on the following items:**

--Board of Health and Westport Apothecary will be hosting the 4<sup>th</sup> Vaccination Clinic Saturday December 4, 2021 from 3:30 - 7:30 pm. at the old Westport High School's gym.

--Vaccination rates as of December 2, 2021 - 5 -11 year old's - 13%, 12-15 year old's - 50%, 16 -19 year old's - 70.6%, older people - 85%.

--National Honor Society will have an Induction Ceremony.

--Saturday WES is having a Holiday Fair with 35 vendors, they are looking for volunteers, free admission with a can good donation.

--Met with WEF yesterday, starting lecture series to begin mid-winter, the foundation is raising funds now, will continue to meet as part of long-term goals.

--Budget meeting was held, gathering data and wish lists from building leaders.

--December 15 CIPC will be having a meeting.

--Start 'Em Young session completed this week, Mr. Fernandes can attend the next SC meeting to report on the program.

--Westport Highway Department was thanked in providing emergency road access. There is now an additional road for middle/high school and WES.

--A dinner is planned at Olive Garden for the soccer team.

Ms. Pacheco asked what items are being requested through CIPC? Ms. Rapoza will send members the list and can discuss rationale for any of the items if needed.

Ms. Pacheco requested for the whole committee to be informed when there is a budget subcommittee meeting and also to receive the materials. Mr. Aubin will make sure information is given to the members.

**B. Student Representative - Mr. Aubin reported items for John (Jack) Keane in the Superintendent Report.**

C. Bill Warrant: 12/3/2021 - Chair Tavares reported a Bill Warrant dated 12-3-21 in the amount of \$261,061.98 was emailed to school committee members for review.

D. Mask Mandate Update - There are no changes right now, an update will take place in January 2022.

1. DESE & DPH Update - Same as above.

E. Subcommittee Updates - Mr. Viveiros reported new school activities continue moving along. There have been issues with controls, lights and temperature. They are meeting with electricians, programmers and others trying to figure things out. Work continues outside on fields. Half of the softball field is covered with sod and they are still working on this.

Ms. Pacheco reported the CIPC had a meeting last night and will meet again in 2 weeks. Right now, the Town departments are providing their needs. Ms. Pacheco reported there will be a Westport Cable Advisory Board Meeting next week.

F. Substitute Rates - Ms. McDaniel reported there is a nationwide labor shortage. Beginning January 1, 2022 minimum wage will be \$14.25. The following year minimum wage will be \$15.00.

Chair Tavares asked if there were any questions? There were none.

Ms. Rapoza went over the Extended Day Rates effective July 1, 2022.

Ms. Rapoza reviewed the Extended Day Revolving Account monthly revenue and expenses including tuition, payroll, vacation and holidays.

Ms. Chaves added that the Extended Day Program does not close. They go through winter and spring break, entire summer and do not get days off paid besides one-week vacation in August. Ms. Chaves praised the longevity of the staff. Ms. Chaves verified there are 70 students enrolled in the program this year.

Members are in favor of the Extended Day Program. A suggestion was made to re-visit this program with looking at expanding the benefits. Adding Pre-K is also favored.

G. Request for Funding - Special Education Audit - Mr. Aubin is asking to consider approving a proposal to conduct an outside audit for Special Education. Doing this will define areas to offer services, improve services, look at out of district placements and control costs. Mr. Aubin shared in 2019 Walker Group did an audit of the Fall River Schools. Estimated costs could range near \$10,000.

## **VI. Action Agenda**

A. Review and Act on Minutes of Thursday, November 18, 2021 -

A motion was made to approve the Minutes of Thursday, November 18, 2021.

Motion by Pacheco, seconded by Orlando 4/0/0

B. Review and Act on Substitute Rates -

A motion was made to approve proposed substitute rates for all listed substitutes and extended day.

Motion by Orlando, seconded by Viveiros 4/0/0

C. Review and Act on a WEF Donation of \$2280 for the WMS Presentation of Matilda, Jr. -

A motion was made to approve the WEF Donation of \$2280 for the WMS Presentation of Matilda, Jr.

Motion by Pacheco, seconded by Orlando 4/0/0

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 -**

Mr. Aubin shared that Mike Duarte and his team are working with the controls in the new school, trying to stay on top of this. These systems are complex. Mr. Aubin shared that he appreciates the work everyone is doing and thanks the teaching and ancillary staff for keeping the education process going.

## **FOLLOW UP ITEMS**

The committee requests:

- Ms. Rapoza will send members the CIPC list of requested items.
- Mr. Aubin will provide information on upcoming Budget Subcommittee meetings to the members.

**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 Tavares Yes Viveiros Yes

The Virtual School Committee Meeting adjourned at 7:16 pm.

## **MEETING DOCUMENTS**

Substitute Rates

WEF Donation of \$2280 for the WMS Presentation of Matilda, Jr.

*Submitted by Sharon Pinho School Committee Recording Secretary*