

Westport School Committee
Regular Meeting
DATE: Thursday, March 19, 2020
TIME: 6:30 p.m.
PLACE: Virtual

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. C. 30A sec. 20, the meeting was held via an online Google Hangouts Meeting

Meeting URL: meet.google.com/kxj-usqu-zpt
Phone Number (for phone access call ins):
1-443-671-4964 Pin #926 156 648#

MINUTES

Members Present: Melissa Pacheco, Michelle Orlando, Nancy Stanton Cross, Nancy Tavares, Antonio Viveiros
Also Present: Dr. Gary Reese, Superintendent, Michelle Rapoza, School Business Manager
Special Guest: Mark Carney

I. Call to Order - A quorum being present, Chair Viveiros called the Virtual School Committee Meeting to order at 6:37 pm., followed by the Pledge of Allegiance.

II. Notice of Recording of Meeting (M.G.L. 30A:20f) - Chair Viveiros announced the meeting was not being recorded. **Comments and Statements from the Public** – There were none.

III. Informational Agenda

A. Student Representatives' Report – Avery Avila, Amy Tran, and Mark Allen were not in attendance.

B. Superintendent Report – Dr. Reese mentioned the big topic is the impact of the coronavirus. There were plans to have a 2-day closure for deep cleaning, however a conference call with a message from the Education Commissioner stating the governor calls for a 3-week closure, changed the plans. The Administrative team is doing a phenomenal job working with AFSCME on what to do with students and how to reach out to families. A webpage section on COVID-19 was created and includes information and resources. Dr. Reese complimented the custodial staff, working hard with cleaning buildings, desks, etc.

Grab n Go breakfast/lunch will begin for any child residing in Westport on Monday, Wednesday and Fridays from 10 - 11 am. at the high school. Drive in the loop and pick up a lunch and a breakfast. Students need to be in the car and bags will be counted for reporting purposes.

A safety meeting was held today with the Town. Schools are holding off on having people come in to pick up items. If any family or student needs something from school this will be handled on a case by case basis.

Dr. Reese produced a video explaining the state of the schools. This can be seen on Vimeo.

The principal search process is being looked at and Dr. Reese is reaching out to other state groups for ideas on how other districts are handling similar situations. They are working on an interview protocol as well as creating rubrics.

A technology survey was sent out about students having access to computers and the Internet. All surveys are not back yet.

C. Bill Warrant Update: 3-13-20 - Chair Viveiros acknowledged reviewing and signing the bill warrant for 3.13.20 in the amount of \$56,676.63 The bill warrant was emailed to school committee members on March 3, 2020 for review.

D. MAC Spotlight - SEL Initiatives - Ms. Greeson will be back to give a presentation when regular meetings resume.

E. Washington DC Trip Update - Chair Viveiros announced the decision to cancel the Washington DC. They are taking guidance from the state. The tour company will be providing a full refund to everyone after correspondence was set to the travel agent requesting the refund.

F. Subcommittee Updates - The School Building Committee had a virtual meeting on March 18, 2020. They learned that the DEP will not allow a slope on the site. They are looking into the campground site for a possible well. The last steel shipment is coming in. They are still working, following OSHA guidelines and monitoring the site.

G. Superintendent Evaluation Process and Timeline - Chair Viveiros appointed Nancy Tavares to take the lead by setting up a timeline, schedule and criteria for the evaluation. This year SC members will not be changing due to Ms. Tavares running unopposed. Ms. Tavares will email members and report back to the committee.

IV. Action Agenda

A. Review and Act on 2020-2021 School Choice Program - Dr. Reese reported that 6 out of 11 schools in the neighboring communities offer School Choice. Dr. Reese is recommending upon approval to offer a few seats in grades 10,11, and 12. Discussion was held on the costs School Choice incurs compared to the revenue of \$5,000 per student.

A motion was made not to offer School Choice for the following school year 2020-2021.

Motion by Tavares, seconded by Orlando 5/0/0

B. Review and Act on Minutes of Tuesday, February 27, 2020 Work Session and Thursday, March 5, 2020 -

A motion was made to approve the Minutes of Tuesday, February 27, 2020 Work Session and Thursday, March 5, 2020.

Motion by Stanton Cross, seconded by Orlando 5/0/0

C. Review and Act on a WEF \$3000 Grant for WJSH Resiliency School - This grant helps with funds for after school day learning.

A motion was made to approve the WEF \$3000 Grant for WJSH Resiliency School.

Motion by Orlando, seconded by Stanton Cross 4/0/1 (Tavares abstained)

D. Review and Act on a WEF \$750 Grant for WJSH SAT Preparation Course - This grant provides funding for teachers, so that students can have extra practice with the SATs.

A motion was made to approve the WEF \$750 Grant for WJSH SAT Preparation Course.

Motion by Pacheco, seconded by Stanton Cross 4/0/1 (Tavares abstained)

E. Review and Act on the Student Opportunity Act - Dr. Reese does not have the document today. The plan deadline has been delayed. Ms. Orlando would like clarification about whether the funds are coming from Chapter 70 and where the funds are going. Ms. Rapoza will get further clarification.

F. Review and Act on the WCS Internal Control Manual for Federal Grants - During an annual audit for the Town and schools, while following correct procedures, it was noted there was no manual for documentation. Melissa Sousa has now documented the procedures in writing in a manual entitled *Westport Community Schools Internal Control Manual for Federal Grants*. Ms. Pacheco requested additional time to review the manual. Ms. Rapoza verified that approval can wait closer to the end of the school year.

G. Review and Act on Policies:

1. New - JBB

2. Revised - IGD, IHBEA, IE, IGA, IHAM, IGB, ID, IHB, IC/ICA, JFBB-1, JH, JEB, JF, JC, JB, JHD, JCA, JII, JLCC, JJA, JICFA, JRD, JRA, JICH, JJH-R, BEDH, JFABD, JFABE, JFABF, JIH

3. Remove – JLA, JLD, JP

A motion was made to approve the entire policies listed above in items 1. and 2., removing policies listed under 3.

Motion by Pacheco, seconded by Orlando 5/0/0

V. Routine Matters - Correspondence and Notices - Chair Viveiros informed members that Dr. Reese has a MOA from the union for review. A meeting to review this will take place.

A question was asked about how the community will know about the Grab n Go breakfast/lunch program. Communication was sent out as a "one call" and posted on Facebook. Ms. Rapoza is talking to many schools across the state and they have shared a calculation formula to determine the number of breakfast and lunch bags to distribute. They are trying to keep the waste down and also working with the Council on Aging about this issue. Unfortunately, the extra food cannot be donated and there are specific food handling guidelines that need to be followed.

VI. Comments and Statements from the Public - There were none.

VII. Additional Agenda Issues - No additional items.

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

Motion by Stanton Cross, seconded by Orlando 5/0/0

Roll call vote:

Orlando Yes Pacheco Yes Stanton Cross Yes Tavares Yes Viveiros Yes

The School Committee Virtual meeting adjourned at 7:28 pm.

Meetings Documents

- 2020-2021 School Choice Program
- \$3000 WEF Grant for WJSH Resiliency School
- \$750 WEF Grant for WJSH SAT Preparation Course
- Student Opportunity Act
- WCS Internal Control Manual for Federal Grants
- Policies, Final Read

Submitted by Sharon Pinho School Committee Recording Secretary