

**Westport School Committee**  
**Regular Meeting**  
**DATE: Thursday, December 19, 2019**  
**TIME: 6:30 p.m.**  
**PLACE: Westport Jr./Sr. High School Media Center**

**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 Guests and Presenters:** Mark Allen, Avery Avila, and Amy Tran Student Representatives, Mitchel Aho Principal JRSRHS, Darren Elwell Director of Curriculum, Anthony Tomah, Technology Director, Laura Charette Assistant Principal of the JRSRHS, Mr. Brown Teacher.

**I. Call to Order** - A quorum being present, Chair Viveiros called the meeting to order at 6:30 pm., followed by the Pledge of Allegiance.

**II. Notice of Recording of Meeting (M.G.L. 30A:20f)** - Chair Viveiros announced the meeting was 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** – Amy Tran reported from December 1-15 there was a Yankee Candle fundraiser and a Pampered Chef fundraiser, December 17 is Movie Night with Santa, tomorrow there is a Pep Rally and a Holiday Pet bake sale will be this week.

Avery Avila reported Spirit Week took place and a Talent Show will be held at 8 am. tomorrow.

Mark Allen reported there was a Senior/Staff Dinner, senior class raised over \$2,000 with a Pampered Chef fundraiser, Senior Prom will take place on May 15 at the Fall River Country Club, Steel Club is selling candy canes in school, Chorus Concert and Band Concert was held last week, sports basketball teams have started and are currently undefeated.

**B. Superintendent Report** – Dr. Reese reported the district has selected South Coast Educational Collaborative. Dr. Reese provided staff attendance reports for October and November 2019 with comparisons from last year.

**C. Superintendent Award** – Dr. Reese explained that each year superintendents are able to recognize a graduating senior for the MASS Superintendent's Award. The award is based on the student's achievements and contributions to the school and community. Dr. Reese presented this award to senior Adam Charest class valedictorian, who gratefully accepted.

**D. Bill Warrant Update: 12-6-19 and 12-20-19** – Chair Viveiros reviewed and signed the bill warrants, all bill warrants were emailed to school committee members for review. Bill warrant dated 12-6-19 was in the amount of \$157,095.35. Bill warrant dated 12-20-19 was in the amount of \$305,614.75.

**E. FY21 Budget Development Timeline and Preliminary Budget Discussion** - Mrs. Rapoza reviewed the FY21 Budget Development Timeline and the FY21 Preliminary Budget. Mrs. Rapoza went over increases and decreases to the budget line items. Transportation has not been included due to the current contract expiring June 2020.

Discussion took place on food service offerings. Mrs. Rapoza will be doing a food survey. Also discussed was instruction for band and chorus. What are students doing for events and concert opportunities for chorus and band. Dr. Reese will present information on this at the next meeting.

**F. Technology Update** – Mr. Tomah informed members there are 3 ½ people in the Technology Department besides himself that include John Kenep, Judy Graham and John Cabral. They have been working on printing, machine swap out, upgrading the printer process and recycling machines. Discussion took place on Chromebook roll out. Mr. Tomah mentioned the timeline would depend on delivery expectations to students. Two months lead time would be preferred, possibly in mid-June with preliminary introductions for faculty. Rolling Chromebooks in during the school year could also be done.

G. Grade 9 Orientation - Laura Charette Assistant Principal of the JRSRHS shared information about an incoming grade nine orientation to be held on January 21 at 6 pm. There will be a presentation in the auditorium giving an academic overview and schedule. Also included will be student speakers, table displays with academic departments, International Exchange Club, Guidance, PTO, Music Boosters, Athletics and light refreshments.

H. WJSHS Student Schedule 2020-2021 Update – Mr. Aho Principal of the JRSRHS explained the goals and priorities in a new HS schedule. Items covered included a 6-period day schedule, bell schedule, rotation, class time comparison and breakdown, sample schedules, teacher workload and next steps. Discussion around prep time /instruction time took place.

Mr. Elwell explained the use of blocks of time, work beyond the school day, collaborative planning time and effective use of time. Also mentioned was the importance of having structure for common planning meetings with a report about what is being accomplished. A request was made from Mr. Aho to see a sample schedule for staff.

I. Community Group Usage of Facilities – Dr. Reese compiled information on the use of facilities by community groups that included revenue collected and the different types of community groups. Dr. Reese is looking for consistency to ensure equity amongst all the community groups that use the facilities. Last year custodial costs were \$3,500 and building costs were \$4,700. This item will move to the action agenda for next meeting. Dr. Reese will provide a list of costs from past years and a fee schedule to the committee.

Discussion was held on town recreational sports for grades 5-8. Having open gym on Sundays for the community, possibly in collaboration with the Recreational Center was an idea brought forward.

J. Subcommittee Updates – Cable Commission - Ms. Stanton Cross reported that Town Council reviewed a letter sent about the request to fund Chromebooks. They reached an opinion that PEG funds could not be used for this purpose. The select board is in support of the Chromebooks and mentioned they would make a line item for funding on the warrant. Ms. Stanton Cross requested Dr. Reese to send a correspondence request to Timothy King on the status of the Selectmen's decision about the warrant. Discussion took place about having the Chromebook costs placed in the regular school budget. This item will be added to the action agenda for the next meeting.

Audit Subcommittee - Ms. Orlando reported there was no meeting.

Policy Subcommittee- Ms. Pacheco reported there was a Policy Subcommittee meeting on the homework policy and the grading system. In attendance was Mr. Elwell, administration and a parent. Current policy and other policies were discussed.

School Building Committee - Chair Viveiros reported there was a School Building Committee meeting last night. The GMP Guaranteed Maximum Price was set at \$73,650,000 this is under budget by \$1.35 million. There was a discussion about controlling the water runoff. Dr. Reese and Mr. Viveiros attended the Tuesday morning construction meeting.

Building Re-use Committee - An outside consulting firm toured the high school and surrounding property in order to best inform the Town about the best future use of the property and building. A report will be completed around February.

K. Acknowledgement of a \$250 Donation from the WHS Parent Association for the Senior Thank You Dinner – SC Members acknowledged receipt of the \$250 Donation from the WHS Parent Association for the Senior Thank You Dinner. Student Representative Mark Allen verified the event was a great success with more to come in the future.

#### **IV. Action Agenda**

A. Review and Act on Minutes of Thursday, November 14, 2019 –

A motion was made to accept the Minutes of Thursday, November 14, 2019.

Motion by Tavares, seconded by Stanton Cross

5/0/0

B. Review and Act on WJHS DECA Conference – Hyannis, MA - January 9, 2020 – January 10, 2020 –

A motion was made to approve the WJHS DECA Conference in Hyannis, MA from January 9, 2020 – January 10, 2020.

Motion by Tavares, seconded by Stanton Cross

5/0/0

C. Review and Act on 9th Grade International Trip to Panama – February 2021 – Mr. Brown explained a grant he received for an all-expense paid trip to Panama in February 2020 to learn more about how this trip connects to STEM. Mr. Brown will be checking out the program to happen for students in 2021.

A motion was made to accept Mr. Brown's 9th Grade International Trip to Panama in February 2020.  
Motion by Stanton Cross, seconded by Orlando 5/0/0

**D. Review and Act on SCEC Application - Collaboration Application –**

A motion was made to have the Westport Community School District join the South Coast Educational Collaborative, as a member, with full benefits, privileges and responsibilities and subject to the terms and conditions of the Collaborative Agreement, approval by the Department of Education and subject to applicable Commonwealth rules and regulations.

It was further moved that the Chairman of the School Committee be authorized, on behalf of the Committee, to execute all appropriate documentation to consummate the Committee's decision.

It was further moved that the Superintendent of Schools be appointed as the District's representative on the Collaborative's Board.

Motion by Pacheco, seconded Tavares 5/0/0

**E. Review and Act on a \$450 Grant for the Financial Literacy Fair from BayCoast Bank for the WJSHS – Dr. Reese explained this program helps students to understand what life is like after college and going into the real world.**

A motion was made to accept the \$450 Grant for the Financial Literacy Fair from Bay Coast Bank for the WJSHS.  
Motion by Orlando, seconded by Stanton Cross 5/0/0

**F. Review and Act on Funding of \$500 for the WJSH Senior Thank You Dinner from Bay Coast Bank –**

A motion was made to accept \$500 for the WJSH Senior Thank You Dinner from Bay Coast Bank.  
Motion by Tavares, seconded by Pacheco. 5/0/0

**G. Review and Act on a \$100 Grant for the WJSH Senior Thank You Dinner from WEF –**

A motion was made to accept \$100 Grant for the WJSH Senior Thank You Dinner from WEF.  
Motion by Stanton Cross, seconded by Orlando 4/0/1  
(Tavares abstained)

**V. Routine Matters - Correspondence and Notices – Chair Viveiros acknowledged receipt of the MAC Newsletter and MASC calendar/newsletter.**

**VI. Comments and Statements from the Public – There were none.**

**VII. Additional Agenda Issues – Ms. Tavares asked about the status of her request on offering financial literacy. Dr. Reese stated they have applied for a grant from the state and a local bank is reaching out to help, so they are having a meeting next month to discuss options.**

**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 Pacheco 5/0/0

**Roll call vote:**

Orlando Yes Pacheco Yes Stanton Cross Yes Tavares Yes Viveiros Yes

The School Committee meeting adjourned at 8:40 pm.

**Meeting Documents**

FY21 Budget Development Timeline and Preliminary Budget Discussion  
WJSHS Student Schedule 2020-2021 Update  
\$250 Donation from the WHS Parent Association for the Senior Thank You Dinner  
WJHS DECA Conference – Hyannis, MA - January 9, 2020 – January 10, 2020  
9th Grade International Trip to Panama – February 2021  
SCEC Application - Collaboration Application  
\$450 Grant for the Financial Literacy Fair from Bay Coast Bank for the WJSHS  
\$500 for the WJSH Senior Thank You Dinner from Bay Coast Bank  
\$100 Grant for the WJSH Senior Thank You Dinner from WEF

*Submitted by Sharon Pinho School Committee Recording Secretary*