

**Westport School Committee
Regular Meeting
DATE: Thursday, November 14, 2019
TIME: 6:30 p.m.
PLACE: Westport Jr./Sr. High School Media Center**

MINUTES

Members Present: Melissa Pacheco (*arrived at 7:11 pm.*), 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 and Amy Tran Student Representatives, Mitchel Aho Principal JRSR High School, Elaine Santos, Director of Special Education and Pupil Personnel, Cheryl Greeson, MAC Principal

I. Call to Order - A quorum being present, Chair Viveiros called the meeting to order at 6:33 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 – Amy Tran reported on October 30 Haunted Hallways was very successful, Open House was Tuesday and Thursday of this week, Spirit Week will be next week and on November 22 Homecoming will take place.

Mark Allen began by thanking CVS for boatloads of candy for the Haunted Hallways event, Chorus Concert will be December 9, December 11 will be the Band Concert both events begin at 6:30 pm. with a raffle for a \$150 Best Buy gift card, Credit For Life will begin shortly, Industry Tour of the State Police barracks will take place, college visits began with Westfield's visit today and other colleges coming up soon, Yearbook Club is having a contest for covers send in designs, seniors are doing a Pampered Chef fundraiser and planning Senior Prom.

B. Acknowledgement of Abigail Adams Scholarship Winners – Seniors from the class of 2020 that represent the top 25% of the graduating class were recognized for their achievements. These students will receive free tuition at a state school for 8 semesters.

C. Superintendent Report – Dr. Reese reported that the MSBA accelerated repair program is currently in the feasibility process. Work has been done with the architect to get the project in for the May Town meeting which would mean work would begin during the summer. It was determined that with the new school building project underway, having 2 projects during the summer would be difficult to manage. The project is still moving forward, however the timeline has been adjusted to take place at a later date.

Dr. Reese attended the MASC Conference with Ms. Rapoza, Ms. Pacheco and Ms. Orlando.

Dr. Reese is asking for support for a resolution to designate Westport Community Schools as a RESPECTful school district. This is a promotion to increase public awareness for sexual assault and domestic violence. This acknowledges the importance for training and support for students and to provide an environment that is safe and respectful.

Dr. Reese informed members that he will be attending a training on the updated Superintendent evaluation process on Monday November 25 from 9:30 -11 am. in Marlboro. School Committee members are invited to attend.

Ms. Orlando reported attending a new school committee member orientation. She also went to a collective bargaining session and a workshop that focused on helping parents from urban schools.

D. Bill Warrant Update: 10-25-19, 11-8-19, and 11-22-19 – Chair Viveiros acknowledged reviewing and signing the bill warrant for 10.25.19 in the amount of \$217,124.76, bill warrant 11.8.19 in the amount of \$119,795.56 and bill warrant 11.22.19 in the amount of \$224,286.42. All bill warrants were emailed to school committee members for review.

E. Business Manager Report – FY20 Quarterly Budget Review – Mrs. Rapoza presented the summary of expenditures dated 7/1/2019-9/30/2019 covering the first quarter.

Mr. Aho explained the position of Campus Supervisor. This position works from 9 am. -1 pm. with duties that include checking bathrooms, escorting students, monitoring all 3 floors and hallways.

Discussion took place on the postage machines. Cost of the lease is high and there is not a lot of competition from other vendors. These machines are used for a lot of family communication. Bulk mailing goes out separate.

Mrs. Rapoza was asked by the Finance Committee to propose the school budget 3 weeks earlier than last year on February 4.

The following timeline was presented for consideration by the members:

December 19, 2020 - SC Meeting present proposed budget preliminary sheet

January 2, 2020 - SC meeting cancel

January 9, 2020 - PowerPoint presentation on budget to SC

January 16, 2020 - SC Meeting and Public Hearing

January 23, 2020 - SC Meeting to discuss budget and results of the Public Hearing

Add a budget Workshop Meeting - TBD

February 4, 2020 - FinCom budget presentation

Ms. Stanton Cross requested to have hardcopies of the budget in advance. Mrs. Rapoza will make these available for the members.

F. Westport Energy Reduction Plan – Dr. Reese informed members that the Town of Westport has an Energy Reduction Plan prepared by Southeastern Regional Planning and Economic Development District (SRPEDD) with support from the Town of Westport. This is an audit of energy use for the entire town. This plan will be submitted to the state, then the Town can be designated as a Green Community and additional grants are made available. The School Department was asked for support with this initiative. Dr. Reese will be submitting a letter to Timothy King Town Administrator to show support of the energy saving efforts and solidify that the schools are on board.

(Ms. Pacheco arrived here at 7:11 pm.)

G. Special Education Update – Ms. Elaine Santos reported that 275 students are on IEP's which reflect 18% of students, 9 students are in Out of District Placement, 18 new students transferred in on IEPs, 2 Foster Care students and 2 McKinney Vento students. Ms. Santos explained the percentages of specific primary disabilities and the new substantially separate classroom at the MAC. There is also a full complement of Special Services staff. Ms. Stanton Cross requested figures to show how many students came into the district not on an IEP. Discussion took place on combining staff to implement cost sharing with other districts.

H. MAC School Program Spotlight – Ms. Cheryl Greeson highlighted an innovative program with 4-year-old Pre-K students. The students rotate through the Specialist's learning stations once a week on Fridays based on a theme. Art, Music, Phys Ed., and STEM for 1 hour. This program has given students a rich experience with the Specialists. Also built in is one 20-minute session for the 3-year olds.

I. School Building Committee Update – Chair Viveiros mentioned there has not been much to report since last meeting.

Subcommittee Updates: *(added to the agenda)*

Audit Subcommittee - Ms. Orlando reported attending a meeting on the 4th. Treasurer gave an update on all the management letters from the Town Auditor and bringing town accounts up to speed. They have reached out to the school to get them at the next meeting. Mrs. Rapoza mentioned they are working on the risk management piece of the internal controls manual and she is reaching out to other districts to see what they do.

Westport Cable Advisory Board Committee – Ms. Stanton Cross reported going before the CPIC to make a presentation on the purchase of Chromebooks at a cost of \$119,151. Mr. King was concerned that the money could not be payable by PEG (Public Educational Government) Funds. Ms. Stanton Cross explained there is a franchise agreement that has a broad definition. Ms. Stanton Cross went over the article presented to the Cable Commission. The Cable Commission approved this warrant to be added to the special Town Meeting on December 2. Town administration is reaching out to Town Council for a decision on whether this request is payable.

Campground Committee – Ms. Stanton Cross reported they will be having a site engineer look at the topography of the campground property to determine the space and the viability of field use. This will be going before the selectmen in the future. Procurement of under \$25,000 was allocated for this purpose.

IV. Action Agenda

A. Review and Act on Minutes of Thursday, October 17, 2019 –

A motion was made to approve the Minutes of Thursday, October 17, 2019.

Motion by Stanton Cross, seconded by Pacheco, all were in favor, motion passed 5/0/0

B. Review and Act on Collaborative Membership Application –Dr. Reese reported that Westport is one of just a few communities in the state not part of a collaborative. Collaboratives offer PD and support services and districts can send students at a discounted rate for services. There is no cost with becoming a member and no requirement to send a certain number of students. Negatives include making a commitment to someone becoming a member on the board of the collaborative and the second is the district would be equally responsible for any liabilities if they become defunct. Dr. Reese would like the SC to authorize him to enter into a request with a collaborative expressing interest. Southcoast Collaborative and SMEC in Dartmouth are the closest ones.

A motion was made to allow the Superintendent to request information from a collaborative on membership.

Motion by Stanton Cross, seconded by Orlando

Ms. Stanton Cross amended the motion.

A motion was made to authorize Dr. Reese to request information from 2 collaboratives in the area, make a choice and then request membership.

Motion by Stanton Cross, seconded by Orlando, all were in favor, motion passed 5/0/0

Reese will look into the two collaboratives for the following school year.

C. Review and Act on A Resolution to Designate Westport Community Schools as a “RESPECTful” School District –
A motion was made to designate Westport Community Schools as a “RESPECTful” School District.

Motion by Stanton Cross, seconded by Pacheco, all were in favor, motion passed 5/0/0

D. Review and Act on Substitute and Extended Day Rates – Dr. Reese presented the members with Substitute & Extended Day Rates for July 1, 2019- December 31, 2020. Ms. Tavares requested a more detailed budget for the Extended Day Program including enrollment figures.

A motion was made to accept the Substitute and Extended Day Rates as presented.

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

E. Review and Act on Removal of Obsolete Equipment with No Salvage Value – Dr. Reese presented a list compiled by Mr. Tomah of obsolete equipment with no salvage value. A company will come to take it away at no cost.

A motion was made to get rid of the items as presented with no salvage value.

Motion by Stanton Cross, seconded by Orlando, all were in favor, motion passed 5/0/0

F. Review and Act on WJHS Washington DC Trip – May 27th - May 30th -

A motion was made to approve the WJHS Washington DC Trip from May 27th - May 30th.

Motion by Stanton Cross, seconded by Tavares, all were in favor, motion passed 5/0/0

G. Review and Act on WJSHS 2021 Greece Trip During April Break –

A motion was made to approve the WJSHS 2021 Greece Trip During April Break.

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

H. Review and Act on WEF \$2560 Grant for the WES Drama Group: Frozen Jr. –

A motion was made to accept the WEF \$2560 Grant for the WES Drama Group Frozen Jr.

Motion by Stanton Cross, seconded by Pacheco 4/0/1

(Tavares abstained)

I. Review and Act on WEF \$3380 Grant for the WES Destination Imagination –

A motion was made to accept the WEF \$3380 Grant for the WES Destination Imagination.

Motion by Orlando, seconded by Stanton Cross 4/0/1

(Tavares abstained)

V. Routine Matters - Correspondence and Notices – Chair Viveiros reported receiving the MAC newsletter.

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

VII. Additional Agenda Issues – Ms. Stanton would like to continue the discussion on the no homework issue. Dr. Reese will speak to Mr. Elwell about the effect of homework on students. A policy subcommittee meeting will be scheduled to look at the district’s policy on homework and provide the parent with an answer.

Ms. Tavares would like to see the topic of money management, finance and balancing a checkbook as part of the curriculum for 7th and 8th graders. In addition, expand the topic to the high school level on how to invest money and implications of taking out a loan. Possibly partner with a bank to provide assistance.

Schedule for the 2020-2021 school year. Dr. Reese will provide an update at the next meeting.

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 meeting adjourned at 8:39 pm.

Meeting Documents

- Collaborative Membership Application
- A Resolution to Designate Westport Community Schools as a “RESPECTful” School District-Substitute and Extended Day Rates
- Removal of Obsolete Equipment with No Salvage Value
- WJHS Washington DC Trip – May 27th - May 30th -
- WJSHS 2021 Greece Trip During April Break
- WEF \$2560 Grant for the WES Drama Group: Frozen Jr.
- WEF \$3380 Grant for the WES Destination Imagination

Submitted by Sharon Pinho School Committee Recording Secretary