

**Westport School Committee
Regular Meeting
DATE: Wednesday, December 12, 2018
TIME: 6:30 p.m.
PLACE: Westport Jr./Sr. High School Media Center**

MINUTES

Members Present: Mark Carney, Nancy Stanton Cross, Antonio Viveiros.

Absent: Margot DesJardins, Nancy Rioux.

Also Present: Dr. Gary Reese, Superintendent, Michelle Rapoza, School Business Manager.

Special Guests and Presenters: Melena Rodrigues and Cabot Priestner, Student Representatives.

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) Comments and Statements from the Public – There were none.

III. Informational Agenda

A. Student Representatives' Report – Melena Rodrigues & Cabot Priestner – Melena Rodrigues reported Ms. Pereira 7th annual holiday pet bake sale was held on 12/19 and 12/20 with proceeds to benefit West Place Animal Sanctuary in Tiverton RI., new rules were implemented that included all students to stay in the cafeteria during break and lunch passes to the library were limited to 20, these rules caused some unhappiness, band concert is scheduled for tonight from 6:30-8 pm., 7th grade chorus concert was Monday, STEEL (Students Exemplifying Extraordinary Leadership) created a group called COWS (Concerns Of Westport Students) this creates a friendly climate for opinions and their first meeting is tomorrow, varsity letterman jackets are available.

Cabot Priestner announced that senior students are receiving early action letters, prom committee had first meeting today to organize the 2019 Jr. /Sr. Prom, multiple fundraisers are going on Penny Wars and the senior class is asking students and staff to wear ugly sweaters for \$1, next Tuesday is the last day for senior portrait pictures and next week is Spirit Week with a pep rally on Friday.

B. Superintendent Report – G. Reese

1. Staffing Update – Dr. Reese provided a staffing update as of December 6, 2018. A couple of positions are open due to transfers within the district. Positions of School Psychologist and Teacher for Visual Impaired are still needed.

2. MAC Water Issue Update – Dr. Reese reported working with the vendor has continued. Drawings and costs will be provided. There will be a follow up meeting on Monday.

3. School Safety Drills – Dr. Reese reported having a meeting with local public safety officials to discuss having safety and security drills for staff and students beginning in January. The drills will be broken down each month with various scenarios presented for both practice and discussion. Families will be informed through newsletters.

4. Newsletters/Parent Communication – Dr. Reese has started a structured process about regular communications and happenings throughout the district with newsletters. On the first week of the month will be MAC, 2nd week WES, 3rd week Jr./Sr. High School and 4th week the district.

5. ASOST Grant Update – This grant was submitted, however Westport did not receive it this year. The grant was for afterschool and Saturday programs totaling \$20,000. There were a large number of districts that applied and they were looking for more details with the information provided.

6. DESE CPR Corrective Action Plan –

a. Institutional Self Evaluation (CR#25) –One action to do in the DESE CPR Corrective Action Plan was completing an Institutional Self Evaluation which looks at civil rights, ELL, and Special Education providing supports and services. This was completed by SC members, families, and administration. The state has accepted the criteria as being met. Three action steps continue to be monitored.

C. Acknowledgement of Community Grant – Dr. Reese announced receiving this grant at WES. The grant is a literacy challenge for students and staff to read for pleasure and awards \$500 for purchase of supplies. The committee acknowledges the grant.

D. FY20 Budget Presentation – Mrs. Rapoza presented the FY20 Preliminary Budget which explained increases to salaries and expenses. Mrs. Rapoza reported the budget figure to be \$18,781,131 representing a 3.6% increase from last year's budget. The Town is only allotting a 2.9% or \$535,850 increase leaving the budget short \$112,637.

1. Budget PowerPoint Presentation – This is scheduled for January 9, 2019.

2. School Narratives – Administration and department heads will present their narratives on January 9, 2019. On January 23, 2019 a Budget Hearing will take place to gather community input.

Mrs. Rapoza will be working on the budget books for distribution to the SC by January 4, 2019. Dr. Reese shared his goal is to get the community to better understand the school budget and plans to speak to multiple groups of people at different locations such as MAC, WES and the Council On Aging.

E. Discuss Policy KF – Community Use of School Facilities and Form – Dr. Reese stated this policy was brought forward last month for a first read. Discussion on the changes include evaluating what is a worthy purpose, add language for a waiver request and change wording from “parks and playgrounds activities” to “town recreation”. The use of facilities charges are accurately reflected. The present policy does not have a waiver request and the present procedure is that the Superintendent accepts requests, then it goes before the SC for approval. Ms. Stanton Cross suggested to obtain neighboring districts waiver forms to review. Dr. Reese will craft language that waivers can be requested at the discretion of the SC.

F. School Building Committee Update – Dr. Reese reported having walkthroughs with the OPM and Architect with the focus on electrical technology and identifying infrastructure. Chair Viveiros reported that abatement of the middle school is going on with yellow rope around the school. Demolition is scheduled to begin soon and will run through the end of March. The school building project is on schedule with the next SBC meeting taking place on December 19.

G. Central Office Location and New School – Discussion took place on potential options for a central office location. A few options mentioned were to remain in the high school, use MAC pods, lease space somewhere else in town, and the campground property. Mrs. Rapoza will get information from the modular company on costs to lease with an option to purchase. No decision can be made at this time and options still need to be explored.

H. School Committee Attorney – Dr. Reese mentioned a need to establish a procedure to explore looking for a new law firm. Ms. Stanton Cross is interested in taking part in this. Chair Viveiros will ask Ms. DesJardins and Mrs. Rioux if they would also like to participate.

A motion was made to form a subcommittee and get recommendations for a law firm.

Motion by Carney, seconded by Viveiros 3/0/0

IV. Action Agenda

A. Review and Act on WJRSRHS 2020 Germany, Czech Republic, Poland, and Hungary Field Trip – 2020 – Dr. Reese will be looking to add an administrator to the trip.

A motion was made to give preliminary approval and move forward with the trip.

Motion by Stanton Cross, seconded by Carney 3/0/0

B. Review and Act on WJRSRHS DECA Field Trip Gr. 9-12 – Hyannis, MA – January 10 2019 to January 11, 2019.

A motion was made to approve the WJRSRHS DECA Field Trip Gr. 9-12 - Hyannis, MA - January 10, 2019 to January 11, 2019.

Motion by Stanton Cross, seconded by Carney 3/0/0

C. Minimum Wage Increase Effective January 1, 2019

1. Substitute & Part-Time Rates – Dr. Reese presented the adjusted rates to be in compliance with the Minimum Fair Wages Law to be \$12.00 per hour effective January 1, 2019.

A motion was made to accept the minimum wage increase effective January 1, 2019.

Motion by Stanton Cross, seconded by Carney 3/0/0

D. Review and Act on Minutes of Wednesday, November 14, 2018 –

A motion was made to approve the minutes of Wednesday, November 14, 2018.

Motion by Carney, seconded by Stanton Cross 3/0/0

V. **Routine Matters – Correspondence and Notices** – Chair Viveiros informed everyone there is a newsletter from the MAC in the packets.

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

VII. **Additional Agenda Issues - Budget Discussion** - There were none.

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

Motion by Carney, seconded by Stanton-Cross 3/0/0

Roll call vote:

Carney Yes

Stanton Cross Yes

Viveiros Yes

The School Committee meeting adjourned at 8:08 pm.

Meeting documents –

DESE CPR Corrective Action Plan

WJRSRHS 2020 Germany, Czech Republic, Poland, and Hungary Field Trip – 2020

WJRSRHS DECA Field Trip Gr. 9-12 – Hyannis, MA – January 10 2019 to January 11, 2019

Minimum Wage Increase Effective January 1, 2019

FY20 Budget Presentation

Policy KF Community Use of School Facilities and Form

Central Office Location and New School

School Committee Attorney

Submitted by Sharon Pinho School Committee Recording Secretary