

**Westport School Committee
Regular Meeting
DATE: Wednesday, July 25, 2018
TIME: 7:30 a.m.
PLACE: Westport Jr./Sr. High School Media Center**

MINUTES

Members Present: Mark Carney, Margot DesJardins (*left at 9:14 am.*), Nancy Rioux, Nancy Stanton Cross (*left at 9:10 am.*), Antonio Viveiros.

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

Presenters: Elaine Santos, Special Education Director.

I. Call to Order and Pledge of Allegiance - A quorum being present, Chair Viveiros called the meeting to order at 7:30 am. Members joined in 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. Superintendent Report – G. Reese – Dr. Reese reported working on staffing vacancies as a priority for the district. Mitchel Aho will be the new Jr./Sr. HS Principal and he is working out the details with the candidate for the MAC Principal. A full time Director of Curriculum will be Darren Charles Elwell. This position will focus on curriculum from a K-12 perspective as well as on the Jr./Sr. HS. Other items covered were the current vacancies list, verification of residencies, negotiations, school building project and a grants summary with totals for both entitlement grants and competitive grants. Interventionists summary for MAC and WES showed a total of seven at each school.

B. Special Education Report – E. Santos – Elaine Santos explained the Special Education support staff breakdown sheet listing the number of teaching assistants by grade and school. There is a total of 39.75 teaching assistants under the Special Education Department with a total of 52 for the entire district. Discussion took place on how TA's are used with some being "one on one" working with one student and some working with groups of students. TA's support academic and social emotional needs. The Special Education evaluation process was also discussed. A total of 10 students remain out of district. Ms. Stanton-Cross requested a breakdown on costs for each out of district student.

C. Business Manager Report – Capital Improvement – M. Rapoza – Mrs. Rapoza explained that the Capital Improvement Plan discussion for the Town will begin shortly. For the Jr./Sr. HS no projects are being recommended unless it is an emergency. At the WES main project is the roof replacement, at the MAC intercom clock system, district-wide, additional desktops and computers, snowplow equipment, dump truck, Munis accounting software or Infinite Visions for school only.

Chair Viveiros requested a list of how many vehicles the district owns and how many are equipped with plows.

A discussion took place on the use of ballistic doors as well as controlling the flow of traffic into the buildings using card scans or security cameras. Mrs. Rapoza mentioned that recommendations were given when she attended a departmental Town meeting that included Police and Fire. There was discussion on the benefits of having combined accounting software with the Town. Ms. Rapoza asked SC members to email the Superintendent with their suggestions for what to include on the Capital Improvement requests to narrow down the list.

D. School Building Committee Update – Mr. Viveiros reported that the SBC met on July 18 when they voted on the Design Development Phase documents to now be submitted to the MSBA. On August 8 the MSBA will come down and meet with the OPM, architects, and the Town. On August 2, the SBC will be meeting with the Library Board of Trustees to discuss parking concerns. Potential availability of the campground property was discussed as well as septic system and flow rates. Test pits are being done with good results. Abatement and demolition begins October 1, 2018 – January 11, 2019. All items have been removed from the middle school with the deadline being the third week of August. Estimates are coming in higher than the original estimates, so the process Value Management to bring the costs down was explained. Two additional estimates will take place.

- E. Policies – First Read – Red Lined
1. AC – Nondiscrimination
 2. JB - Equal Educational Opportunities
 3. JFB - School Choice

Dr. Reese mentioned new language was added to each of the policies. SC members reviewed the policies as a First Read, there were no additional comments. Policies are on the website and hard copies are available with Karen Augusto.

IV. Action Agenda

A. Review and Act on Extended Day Salaries – Dr. Reese would like to change the timing of when employees will be eligible for a pay rate increase. Instead of anniversary dates change the rate to begin on July 1. Mrs. Rapoza explained this will be easier for tracking purposes. Mrs. Rapoza informed everyone the Extended Day Program has been established for 3 years and suggests it is time to review the staffing and policies of the program.

A motion was made to make the salary for Extended Day regular staff \$12.50 and \$15.00 for the Extended Day permanent lead teacher.

Motion by DesJardins, seconded by Viveiros 4/0/1 (Rioux abstained)

B. Review and Act on MOA between WFT and the School Committee – Dr. Reese is requesting to change one clause concerning the timeframe on how to calculate the \$25,000 funds for Professional Development with the time frame July 1 - June 30. The change would be to add 1 sentence that states “*July 1- June 30 will be the time period for purposes of calculating the annual availability of the \$25,000 earmark as well as the \$2,000 per employee cap.*”

A motion was made to approve the recommendation of the Superintendent concerning the MOA between the WFT and the School Committee.

Motion by Rioux, seconded by Carney 4/0/1 (Viveiros abstained)

C. Review and Act on Participation in the MASC “Policy21” Program - Dr. Reese requested that since the SC has updated the policies and now has a handbook, the policies should be on the MASC website, online and searchable using the MASC Policy 21 Program. Initial one-time cost is \$3,500 with an annual fee of \$950. Discussion took place on the request. Members voiced concern about the policies being on the district website in a PDF document that is not searchable.

A motion was made to approve having MASC host the policies on their website.

Motion by Carney, seconded by Stanton-Cross, all were in favor, motion passed 5/0/0
(Ms. Stanton-Cross left here at 9:10 am.)

D. Review and Act on Westport Camp Ground Property – Chair Viveiros explained that the campground’s owner will be retiring soon and would like to have the district obtain the property. The campgrounds are located adjacent to the middle school and would be a tremendous asset, however the timing is off to make any changes to the existing school building project.

(Ms. DesJardins left here at 9:14 am.)

Chair Viveiros said there is a committee of 7 people being formed for the campground and one SC member will be needed to participate. Any SC member that would like to serve on this committee should inform the Chair.

E. Review and Act on Minutes of Tuesday, July 10, 2018 –

A motion was made to approve the Minutes of Tuesday, July 10, 2018.

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

V. **Routine Matters - Correspondence and Notices** – There were none.

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

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

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

Roll call vote:

Carney Yes

Rioux Yes

Viveiros Yes

The School Committee meeting adjourned at 9:22 am.

Meeting Documents

Special Education Support Staff Breakdown

Extended Day Programs Rates 2018-2019

Memorandum of Agreement Westport School Committee and Westport Federation of Teachers

Agreement For Participation in the MASC "Policy21 Program

Westport Camping Grounds Google Map

Policies AC, JB, JFB First Read

Submitted by Sharon Pinho School Committee Recording Secretary