

WEBSTER PUBLIC SCHOOLS  
WEBSTER SCHOOL COMMITTEE  
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, October 9, 2012

Date: October 9, 2012                      Time: 7:00 PM                      Location: School Committee Meeting Room

The meeting was opened for discussion

- o Chairman Makara

The following Committee Members were present:

- o Member Czechowski
- o Member Collins
- o Member Gorski-Strong
- o Member McNulty

The following Committee Members were absent:

**Call to Order: Motion: Move to approve the meeting minute's of ~~September~~ of September 25, 2012 with the correction on page 3 from Dr. Makara to Dr. Malkas—**

The motion was made by            Member Collins

The motion was seconded by    Member Gorski-Strong

The following roll call vote was taken:

- 4-3 members having voted in the affirmative
- members having voted in the negative
- 2 - members having abstained (Czechowski, McNulty)

The motion:      x   ~~passed~~ Passed  
                         Failed

**The Assistant to the Superintendent for Business, Mr. Ted Avlas updated** the committee on

(1) Update on School Building Committee

- o The Design Working Group have been reviewing landscape designs, playground areas, sight furnishings, bike rack, exterior brick colors, benches, roof, window and door colors.
- o Photo Voltaic windows were presented. These are new windows and act like a solar panel window. There is a section of the gym (2<sup>nd</sup> floor) that this would be considered for. These windows are produced by Guardian Industries (located in Webster). They may possibly showcase these new windows in our project. Another way to get local businesses involved in this project.
- o Thursday, October 18, 2012 is the next School Building Committee meeting
- o Park Avenue Neighbors Meeting is scheduled for Wednesday, October 24, 2012 at 6:30 to update them in the process.

(2) Budget Calendar

The FY14 Budget Calendar Timeline was presented (copy attached). October/November has been set aside for discussion with the Administrative Team. January 8<sup>th</sup> is the first budget review with the School Committee, followed with meeting on January 22<sup>nd</sup>, February 12<sup>th</sup> and the 4<sup>th</sup> budget review on February 26<sup>th</sup>. . January 23, 2013 is when the Governor announces his budget for the state. By February 28, 2012 the budget is due to the Town Manager. On April 23<sup>rd</sup> a final budget review and a Public Hearing will be held. May 13, 2013 the Annual Town Meeting is held and the budget will be adopted.

Mr. Avlas wanted to remind the committee that the Fall Town Meeting is Monday, October 15, 2012. The school has no items on the warrant for this meeting.

**Principal Report: Carrie Wallace, Park Avenue Elementary School**

- At Park Ave the focus, on the five A's that Dr. Malkas reported on earlier, is on attendance and academic environment.
- Learning Walks are continuing this year. It has provided much collaboration within the school
- Lesson Study – first one will be tomorrow. Grade level teachers get together to plan an effective, rigorous plan, asking high level questions. One teacher will offer to teach the lesson while the others observe. They'll go back and critique the lesson for the others to go back and teach to their class.
- Attendance – to promote better attendance, begun to celebrate perfect attendance, start the conversation about how important it is to be at school, on time. Having a monthly perfect attendance assembly. Tardiness is an issue, every day that a child is on time they can put a "ticket" in a can. In the middle of the month they will be recognized for the number of days that were on time.
- PTO – Busy planning events i.e. Math Night, Multi Cultural Night, Bully Prevention Night. These are evening events in an attempt to involve as many parents as possible.

## **District Wide Reports/Correspondence**

### **(1). Update on Strategic Planning**

Work and progress is being made on the strategic plan; the five A's = Attendance, Attainment of diploma, Achievement, Accessing community partners and Academic environment. Dr. Malkas gave the Committee a copy of the survey recently put on the school website along with hard copies at each school and the central office. She would like to encourage everyone to participate in completing this survey. The survey also asks for involvement in 8 different committees.

### **(2) Enrollment and Class Size Report**

Very pleased to report as of October 1<sup>st</sup> we have 97 more students enrolled from last year. It is speculated that the upcoming building project and grade re-configuration attribute to this increase. The largest average class size is 23 in grade 6. Our Chapter 70 reimbursement is based on enrollment and we will be reporting to DESE an increase in enrollment

### **Student Update – Ashton Morio**

- PSAT's are scheduled for October 20, 2012
- National Honor Society Induction will be October 25, 2012
- A new extra curricular activity at BHS is the Mock Trail Team. This team will compete with other schools in our area.
- There is a Leadership Conference in Washington, DC. This year one student from BHS will be chose to attend the conference. (all expenses paid)
- Upcoming events: The Senior Class will be doing a fundraiser of holiday gift wrapping, a hypnotist show and possibly a student/teacher dance off.

### **Old Business**

A. Third and Final Reading of Nondiscrimination Policy

No discussion

**Motion: Move to approve the Nondiscrimination Policy as presented.**

The motion was made by [Member Collins](#)

The motion was seconded by [Member Czechowski](#)

The following roll call vote was taken:

5 members having voted in the affirmative

   members having voted in the negative

   members having abstained

The motion:   X-   passed  
       Failed

**B. Third and Final Reading of Equal Employment Opportunity Policy**

[Member Gorski Strong questioned to absence of “religion” as it appears to be a duplication of the Nondiscrimination Policy writing.](#)

[Secretary Lori Glennon said that both policies were a template taken from the MASC, will research.](#)

[It was discussed and decided to wait to vote on this policy](#)

**Motion: Move to defer the vote until next meeting pending resolution if “religion” should be included.**

The motion was made by [Gorski-Strong](#)

The motion was seconded by [McNulty](#)

The following roll call vote was taken:

5 members having voted in the affirmative

   members having voted in the negative

   members having abstained

The motion:   X-   passed  
       Failed

**C. Third and Final Reading of Emergency Plans Policy**

[No discussion](#)

**Motion: Move to approve the Emergency Plans Policy as presented this evening**

The motion was made by Member Collins

The motion was seconded by Member McNulty

The following roll call vote was taken:

5 members having voted in the affirmative  
   members having voted in the negative  
   members having abstained

The motion:   X   passed  
       Failed

**D. ~~Memorandum~~Memorandum of Agreement to transition Department -Heads to Curriculum Leaders**

Dr. Malkas told the Committee that at the August 23, 2012 meeting the job description was presented and approved. With this memorandum of agreement it finalizes the contractual agreement. The dollar amount budgeted stays the same.

**Motion: Move to approve the Memorandum of Agreement making the transition from Department Head to Curriculum Leader**

The motion was made by Member Gorski-Strong

The motion was seconded by Member Czechowski

The following roll call vote was taken:

  5   members having voted in the affirmative  
       members having voted in the negative  
       members having abstained

The motion:   x   passed  
       Failed

**New Business**

**A. Breathalyzer Policy Discussion**

Mr. Knowlton, Principal of Bartlett Jr. Sr. High School outlined for the Committee that the purpose of this is to insure the interest of the district and students. He told the Committee that this is the only high school that he has worked at that doesn't have a breathalyzer policy. This is not something that will be used in an arbitrary situation, it will only be used if there is reasonable suspicion. By having this it makes it very clear to students and parents/guardians in hopes this will be a deterrent. If a situation arises, if there is reasonable suspicion, the test will be administered. In his experience it has worked very effectively. If used, the parent would be notified either way.

Dr. Malkas outlined the information provided by Mr. Knowlton for a possible policy. She is in full support of this.

Member Gorski-Strong asked if there has been conversation with the Webster Policy Dept – Mr. Knowlton has had long conversations with Chief Bent. He will support the training of school personnel and with calibration of the breathalyzer. She then asked if having a district policy will cover all ages, at what age is this appropriate? Dr. Malkas responded that having a district wide policy it serves to protect all students, noting the national average of first time alcohol is at age 12. She went on to say that by having a school personnel administer the test it becomes a school disciplinary issue versus a legal issue with the police department.

Member McNulty inquired about ambiguity of “reasonable suspension” and who will be training the school personnel administrating the breathalyzer. Mr. Knowlton responded that based on his experience, symptoms of suspension include, the smell of alcohol, glassy eyes. He also asked if there was a positive reading would the machine be recalibrated. Mr. Knowlton said that the machines being considered it can be used multiple before needing recalibration.

Discussion continued and it was decided that a committee would be formed to do further research and come back to the Committee with their findings

**Motion: Move to authorize the development of a breathalyzer policy.**

The motion was made by \_\_\_\_\_ Member Czechowski

The motion was seconded by \_\_\_\_\_ Member McNulty

The following roll call vote was taken:

\_\_\_\_\_ 5 members having voted in the affirmative

\_\_\_\_\_ members having voted in the negative

\_\_\_\_\_ members having abstained

The motion: \_\_\_\_\_ x \_\_\_\_\_ passed

\_\_\_\_\_ Failed

## **B. Approval of Nature's Classroom Trip**

Mrs. Lundwall and Mrs. Bridget Dick came to the Committee for approval for the 5<sup>th</sup> grade class to participate in Nature's Classroom this year. Fundraisers have been discussed to offset the cost of the attending; both individual and school wide fundraising. The goal is to have 100% participation for students that want to go. Last year \$7,000 was raised. Changing to a closer venue (Charlton) also helps in cutting the cost. Al's Pizza in Dudley has agreed to assist – on Tuesday evenings 20% of proceeds will be donated to the Nature's Classroom fund. If approved, the Rockets will return along with Penny Wars. We are eliminating any "unhealthy eating" fundraising (i.e. Butterbraid).

Member Gorski-Strong asked Mrs. Lundwall to please share information on fundraisers with the Committee so they have the opportunity to participate. Member Czechowski commented that this program has been in existence with Webster Public Schools for 17 years, it is a very successful program.

### **Motion: Move to approve the Nature's Classroom Field Trip**

The motion was made by \_\_\_\_\_ Member McNulty

The motion was seconded by \_\_\_\_\_ Member Czechowski

The following roll call vote was taken:

\_\_\_\_\_ 5 members having voted in the affirmative

\_\_\_\_\_ members having voted in the negative

\_\_\_\_\_ members having abstained

The motion: \_\_\_\_\_ x \_\_\_\_\_ passed

\_\_\_\_\_ Failed

## **C. Rigor and Relevance Framework Update**

Dr. Malkas presented a PowerPoint presentation outlining the professional development day on Friday, October 5<sup>th</sup> on Rigor and Relevance Framework. The keynote speaker, Linda Jordan, a national consultant came to Webster for a superb day. The professional development day included all instructional staff to understand this framework and the implications for instruction and expectation of students. A second workshop is planned for January 18, 2013.

Mrs. Lundwall told the Committee that many of her staff had approached her to say how valuable this day was, giving them some hard core examples.

Member McNulty asked if data would be available for teachers to see what has and has not worked for other teachers. Mrs. Wallace responded yes, through Learning Walks that would be shared with teachers.



**D. Approval of 1.0 ABA position**

Mrs. Baris told the Committee that a Dudley-Charlton student will soon be entering Webster Public School as tuition in student for the programmatic placement. The student formerly attended Park Avenue and made substantial progress, the family moved to Dudley, he has regressed and was being considered for an out of district placement. Dudley-Charlton will pay for all services and transportation, including a one-to-one ABA, it is at not cost to Webster Public Schools.

**Motion: Move to approve 1.0 ABA Position— for the tuition in student**

The motion was made by [Member Gorski-Strong](#)

The motion was seconded by [Member McNulty](#)

The following roll call vote was taken:

5 members having voted in the affirmative

   members having voted in the negative

   members having abstained

The motion:   x   passed

       Failed

Chairman Makara wanted to take this opportunity to send condolences to long time employee Linda Boisseau for the loss of her husband who passed away unexpectedly last week.

**Review / Transfer / Signing of Bills, Payrolls and Vouchers:** Committee reviewed and signed bills and vouchers.

**Motion: Move to adjournment this meeting ~~at~~ at 8:50 PM**

The motion was made by [Member Gorski-Strong](#)

The motion was seconded by [Member McNulty](#)

The following roll call vote was taken:

5 members having voted in the affirmative

   members having voted in the negative

   members having abstained

The motion:   x   passed  
       Failed

Respectfully Submitted,

Lori Glennon, Recording Secretary Webster School committee

Documents used during this meeting include:

- Agenda for Tuesday, October 9, 2012
- Minutes from September 28, 2012
- FY2014 Budget Timeline
- District Priorities Survey
- FY2013 Enrollment and Class Size Report
- Non Discrimination Policy
- Equal Employment Opportunity Policy
- Emergency Plans Policy
- Memorandum of Agreement between [WEA and Webster School Committee transitioning Department Heads to Curriculum Leaders](#)
- [Breathalyzer Use Policy samples, pricing of sample breathalyzers](#)
- Certificate of Liability Insurance for Nature's Classroom
- Rigor and [Relevance Framework PowerPoint](#)
- Memo from Kathleen Baris re: [ABA position](#)