

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, August 21, 2012

Date: August 21, 2012 Time: 6:30 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 McNulty
- o Member Collins (arrived at 6:50)
- o Member Gorski-Strong

The following Committee Members were absent:

Motion: To enter into Executive Session according to M.G.I. Ch39 S23B to consider strategy with respect to collective bargaining to return to public session there after

The motion was made by Member McNulty

The motion was seconded by Member Czechowski

The following roll call vote was taken:

- 4 members having voted in the affirmative
- members having voted in the negative
- members having abstained

The motion: X passed
 Failed

Motion: To return to Public Session

The motion was made by Member McNulty

The motion was seconded by Member Gorski-Strong

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

Motion: Move to approve the meeting minute's of June 26, 2012

The motion was made by Member McNulty

The motion was seconded by Member Czechowski

The following roll call vote was taken:

- 4 members having voted in the affirmative

__ members having voted in the negative
1 members having abstained (Gorski-Strong)

The motion: X passed
_____ Failed

Motion: Move to approve the meeting minute's of July 31, 2012

The motion was made by

The motion was seconded by

*THERE WERE NO MINUTES TAKEN
ONLY NOTES OF THE DISCUSSION*

The following roll call vote was taken:

_ members having voted in the affirmative
__ members having voted in the negative
__ members having abstained

The motion: _____ passed
_____ Failed

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

(1) Report on Summer Maintenance Projects and the Condition of the School Buildings

- o Discussion regarding tour of the buildings before the 9/11/2012 meeting, agreed to begin the tour at 5:00 on that evening
- o Bartlett Jr. Sr. High School has several room changes, a brand new alternative education classroom(the end of A wing), renovations to the teachers break room, renovation to the old preschool classrooms to make classrooms for SWCEC rentals
- o Park Avenue and Webster Middle School had routine summer cleaning/maintenance

(2) Report of Medical Emergency Response Plans for Schools

Mr. Avlas told the Committee that in May, Gov. Patrick passed a bill (Michael's Law) preparing schools for life threatening emergencies. In addition to providing training for a life threatening event we must also have a six step plan for any medical emergency responses. The DESE has set a deadline for submitting these plans as September 4, 2012, they are renewable every three year.

(3) Update of School Building Project

- o At the last meeting an introduction of the Design Working Group was made. This group in comprised of employees and volunteers that are assisting the architects in the planning. This group will assist with the layout of the kitchen, library, cafitorium, gymnasium
- o HAZMAT concerns regarding the demolition of the school, most likely will have some remaining asbestos to properly dispose of
- o Another concern will be the PCB's in window calking on any window installed prior to 1976.
- o Meetings have been scheduled through May 2013. May 1, 2013 is the date to accept all bids for the project
- o September 17 will be a meeting for the design development package which is used for estimating the cost for the project
- o September 13 is the next School Building Committee meeting

District Wide Reports/Correspondence

(1). Report on Opening of School

Dr. Malkas expressed a Thank You to the staff that ran our comprehensive summer programs, food services, bus drivers, teacher that participated in professional development and working groups, along with the leadership team in assisting with the transition. Monday, August 27th all staff will be reporting to Bartlett Jr. Sr. High School for a district professional development day. Tuesday will be a school based professional development day. Wednesday, August 29th is the first day of school for students in Grades 1-12. Kindergarten screening will be held August 29th and 30th, the first day of school for Kindergarten students in Tuesday, September 4th.

2. Notification of Open Meeting Law complaint

Chairman Makara reminded the Committee that a local newspaper reporter filed a complaint, we immediately presented this to our attorney. We, as a Committee, do not believe there was a violation; Attorney Toomey agrees. A draft of Attorney Toomey's response to the Office of Attorney General is attached. Dr. Malkas recommends accepting Attorney Toomey's letter. The next step is for the Attorney General to comment on the complaint.

Motion: Move to approve the Open Meeting Law violation response letter as presented by the law office of Murphy, Hesse, Toomey & Lehan, LLP

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

(3). Review of Superintendent Performance Goals

Chairman Makara said that he and Dr. Malkas sat down to discuss the goals moving forward. The goals now are in line with the rest of the district as outlined by the DESE. Dr. Malkas introduced Dr. Perry Davis, who is assigned to Dr. Malkas as her new superintendent mentor/coach. Dr. Malkas said that this transition plan began with the 2 day meeting arranged by Dr. Ciardi. Discussion of what were the districts challenges and strengths. Focus of 5 A's = Attendance, Attainment of diploma, student Achievement, Association with our community partners, Academic environment with support for parents/families. From that the leadership team has developed 5 strategic goals, that will be a part of the superintendent evaluation. I have set my 3 C's as a goal; Communication, Collaboration and Cooperation. Dr. Malkas will also participate in a new superintendent induction program (NSIP) provided free of charge for all level 3 districts.

Member McNulty asked if any one of these goals is more attainable than the rest? Dr. Malkas feels they are all intertwined, equally valid in moving the district forward.

Motion: Move to approve the goals as presented for superintendent performance evaluation

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

Old Business

(1) Approval of Park Avenue Elementary School Handbook

The handbook was presented by Mrs. Carolyn Wallace at the 7-31-2012 discussion

Motion: Move to accept the 2012-2013 Park Avenue Elementary School Handbook as presented at the 7-31-2012 discussion

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

(2) Approval of Webster Middle School Handbook

The handbook was presented by Mrs. Jennifer Lundwall at the 7-31-2012 discussion

Motion: Move to approve the 2012-2013 Webster Middle School Handbook as presented at the 7-31-2012 discussion

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

(3) Approval of Bartlett Jr. Sr. High School Handbook

The handbook was presented by Mr. Steven Knowlton at the 7-31-2012 discussion

Motion: Move to approve the 2012-2013 Bartlett Jr. Sr. High School Handbook as presented at the 7-31-2012 discussion

The motion was made by Member McNulty

The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

X members having voted in the affirmative

 members having voted in the negative

 members having abstained

The motion: X passed

_____Failed

(4) Declare Material Surplus

Mr. Avlas presented al list of materials that are no longer being used due to the discontinuance of the wood and metal shop programs. These items will be declared a surplus, potential revenue has been researched (i.e. selling on Ebay). Prices of the items have been identified. The money for the sale of these items will go into the General Fund, Mr. Avlas will research and confirm this.

Motion: Move to declare the material surplus _____ and to advertise in local publications for the purpose of the sale of these materials

The motion was made by Member McNulty
The motion was seconded by Member Gorski-Strong

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

(4) Acceptance of \$81,166.66 donation

A donation from the Emily F. Roberts Estate – it goes to the Bartlett High School Scholarship fund.

Motion: Move to accept the \$81,166.66 donation

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

(4) Approval of Curriculum Leaders position

Dr. Malkas explained that the former Department Head positions have been reconfigured to be Curriculum Leader Position. These positions will have a more instructional focus throughout the K-12 rather than just at the high school level. When the 2012-2013 budget was presented and approved these positions were included and approved.

Motion: Move to approve the Curriculum Leaders Position Memorandum of Agreement

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: passed
 Failed

New Business

A. CMSEC Audit presentation by Joan Dio

Mrs. Joan Dio, Director of the Central Massachusetts Special Education Collaborative (CMSEC) presented the findings from a DESE audit of the CMSEC. She wanted the Committee to know that the CMSEC has been in existence for over 37 years and very little oversight has been found in that time, the audit did not find anything illegal. Steps have been taken by the CMSEC to correct the oversight found in the audit.

Member McNulty the report states that the results were published on July 31st; does that mean corrective actions have been implemented? Mrs. Dio said that the collaborative was very honest with the audit team, there were 3 areas of concern and plans were immediately made to implement changes. Several meetings with the state retirement board were held and the CMSEC business office was reorganized. Chairman Makara asked how is the process of overcharge for Webster going to be handled. Mrs. Dio said that she will have discussions with Dr. Malkas, Mr. Alvas and Mrs. Baris. Ms. Gorski-Strong asked if this was the only item that impacted our district. Mrs. Dio responded yes.

Motion: Move to approve the audit findings for the Central Massachusetts Special Education Collaborative (CMSEC)

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: passed
 Failed

Dr. Malkas informed that Committee that through a DESE grant we had the opportunity to plan for an implement and alternative education program at the high school. This classroom is part of our efforts to have more students attain their diploma. This is a multi-year grant that is allocated on an annual basis, fiscal year ending on August 31, 2012. We must provide the progress made, part of this grant was to hire a paraprofessional to support the alternative education teacher. This new paraprofessional position was not brought forward in the spring to the Committee since we did not know if we would receive additional funds.

Motion: Move to approve the alternative education paraprofessional position that is grant funded

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: passed
 Failed

Chairman Makara pointed out the **Bartlett Bulletin** newsletter; urging parents watching to refer to this, it is full of useful information. He also wanted to reach out to MaryBeth Huberdault, wishing her a speedy recovery and giving her our best wishes.

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

Respectfully Submitted,

Lori Glennon, Recording Secretary of the Webster School Committee

Documents used during this meeting include:

- Agenda for Tuesday, August 21, 2012 along with Superintendent's Report
- Minutes from June 26, 2012 meeting
- Notes from the July 31, 2012 discussion
- DESE Medical Emergency Response Plan
- Open Meeting Law Complaint
- Superintendent Transition Plan / Performance Goals
- 2012-2013 Park Avenue Elementary Handbook
- 2012-2013 Webster Middle School Handbook
- 2012-2013 Bartlett Jr. Sr. High School Student Handbook
- Central Massachusetts Special Education Collaborative Audit Report