

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, July 31, 2012

Date: July 31, 2012 Time: 7:00 PM Location: School Committee Meeting Room

The meeting was **opened for discussion**

- Chairman Makara

The following Committee Members were present:

- Member Czechowski
- Member McNulty
- Member Collins

The following Committee Members were absent:

- Member Collins
- Member Gorski-Strong

Chairman Makara stated that due to circumstances tonight's meeting did not get posted in time to fulfill the Open Meeting Law requirement so this will be a discussion, anything that needs a vote will be voted on at the next meeting.

Chairman Makara welcomed Dr. Malkas to her first official meeting

Motion: Move to approve the meeting minute's of June 26, 2012 *DEFERRED TO NEXT MEETING*

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

(1) Update of School Building Project –

- A School Building Committee meeting was held earlier this month. There was a vacancy on the board, the Board of Selectman appointed Jeff Duggan to fill that position. The Project Manager contract has been signed with R.F. Walsh and Partners and Dore & Whittier as the architects for the project.
- New scheduling has been completed with the sub committee – Working Group Committee. This group assists the designer with the project. Discussion included local permitting, review of floor plans. Met with lead consultants to assist in obtaining incentives for this green project.
- A lead designee has been assigned – Ted Avlas was elected to this position
- Next School Building Committee meeting is scheduled for August 16, 2012

District Wide Reports/Correspondence

1. Personnel Update / Announcement

- Dr. Malkas commented on her busy transition.
- She formally welcomed Mrs. Kathleen Baris, Director of Student Support Services. Mrs. Baris said that although this is only her second week she has been busy meeting with all administrators.

- Newly appointment Bartlett Jr. Sr. High School principal, Steven Knowlton was introduced and welcomed. Mr. Knowlton commented that everyone is very welcoming; we have a great administration team who work hard for the students of Webster.
- A Memorandum of Agreement for the transition of the former Department Head and Grade Level Coordinator to Curriculum Leader has been negotiated. Member McNulty asked Dr. Kelley if he could elaborate and summarize this change. This newly titled position will maintain the current budgeted allocation and meet the grade span and vertical curriculum needs. This will give leadership on a vertical team across all grade levels, not just the high school; it will align the common core K-12. ***A vote to approve this memorandum will be deferred until the August 21, 2012 meeting**

2. DESE – The RETELL Initiative

Rethinking

Equity and

Teaching for

English

Language

Learners

Dr. Malkas attended a conference outlining the Department of Elementary and Secondary Education regulation that all licensed educators must participate in 15 hour professional development training. If an educator has direct access to students where English is not their primary language those educators will need 40 hours of professional development. Funding for the professional development will federally fund. Within three years all training must be completed. The Department of Ed has not finalized the training plan, reluctant to move forward with this in light of all the other new requirements.

Member Czechowski asked if staff previously trained in ESL would still be required to take this additional training. Dr. Malkas responded that if a teacher is certified in two levels they would be required to attend the 10 hours of training.

Old Business

New Business

A. Food Services Report - Mrs. Zalewski gave a final report of the FY 12 lunch program.

- There were 22 staff (bold = full time). 19 of the 22 have their Serve Safe Permit
- The meal counts are included with a 3 year comparison. There was 67% participation even though the cost of lunch increased.
- The breakfast count increased from 16% to 22%.
- This is the second year of the Summer Lunch Program – it saw an increase from 105 last year to 50 this year. Transportation was added this year.
- Pleased to report that the cafeteria staff has been involved in the PAE building project
- Will not be recommendation a rise in lunch prices

Member McNulty asked if parents still have the ability to pay for lunch on-line. Mr. Zalewski said that yes that is available. Also, letters for past due amounts were sent and amounts have been steadily coming in over the summer

Mr. Avlas wanted to thank Mrs. Zalewski and her staff for their hard work. HE commended Mrs. Zalewski on increasing the summer lunch program, adding transportation and joining with the Parks & Recreation Program to include those 50-60 students. Included in the packet is the budget breakdown.

B. Declare Material Surplus

Mr. Avlas announced that after a tour of the Bartlett facilities a surplus of unused equipment was found. A list of those items included in the packet. ***A vote to approve this material surplus will be deferred until the August 21, 2012 meeting.** Member Czechowski asked how we dispose of these materials. Mr. Avlas said that there will be an advertisement for a “yard sale” of the surplus materials or even possibly an auction.

C. Approval of contract with AMCOMM

Mr. Avlas introduced Mr. Kyriakos Konstantakis, owner, AmComm Wireless. This technology service went out to bid, AmComm was awarded the bid, and they have been with us since 2004. He went on to say that they have provided Webster Public School with services above and beyond their contract. This is a three year contract to provide on-going technology support service to the district. ***A vote to approve this contract will be deferred until the August 21, 2012 meeting.**

D. Acceptance of \$81,166.66 donation

The total amount received from the Roberts Estate has been very significant. The graduating students have been very fortunate, the Roberts generosity goes on. ***A vote to accept this donation will be deferred until the August 21, 2012 meeting.**

E. Superintendent Evaluation

Dr. Malkas explained that since Webster is a Race to the Top district we must implement the new educator evaluation models. The teacher evaluation model has gotten the most press; the administrators will be implemented as well. The new evaluation model developed by the DESE includes a new evaluation model for superintendents. Dr. Malkas recommends full adoption of this evaluation system; you adopt, adapt or revise. Dr. Malkas is recommending adopting the new model. She explained that this is a 5 stop process (#1 self-evaluation, #2 analysis, goal setting and plan development, #3 implementation of the plan, #4 mid cycle goals review, #5 summative evaluation) A minimum of two goals is required. Included in this packet is the full Superintendent Evaluation model. Superintendent Malkas and Chairman Makara will be within the next two weeks to set goals and will be presented at the next school committee meeting.

F. Discussion of Park Avenue Elementary School Handbook

Mrs. Wallace presented her 2012-2013 handbook, explaining there are two minor changes:

#1 ~ PM parent pickup – the end of the day can be a chaotic time of day. With this change each family will be assigned a number. This will ensure a safe process to be sure the right child goes home with the right family.

#2 ~ To help alleviate the growing problem of students repeatedly being returned to the school at the end of the day because an adult is not at the bus stop, level of offenses is outlined on page 34 of the handbook of consequences.

***A vote to approve the 2012-2013 Park Avenue Elementary Handbook will be deferred until the August 21, 2012 meeting**

G. Discussion of Webster Middle School Handbook

Mrs. Lundwall presented her 2012-2013 handbook, explaining there are two major changes. Families were surveyed and the most clarification need was with the Bullying Prevention Plan: clarification was made as to the consequences and timeline of action. In addition to this information being on the school website, it was decided to include in the handbook.

***A vote to approve the 2012-2013 Webster Middle School Handbook will be deferred until the August 21, 2012 meeting**

H. Discussion of Bartlett Jr. Sr. High School Handbook

Mr. Knowlton said the changes made to the 2012-2013 Bartlett Jr. Senior High School Handbook were to improve culture, climate and learning atmosphere. The attendance and discipline policy have the most revisions. New consequences have been highlighted, Saturday detention has been eliminated and Thursday afternoon detention added (2.5 hour detention on Thursday after school)

***A vote to approve the 2012-2013 Bartlett Jr. Sr. High School Handbooks will be deferred until the August 21, 2012 meeting**

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

The discussion ended at 8:15PM

Respectfully submitted

Lori Glennon

Recording Secretary for the School Committee

Documents used during this meeting include:

- Agenda for Tuesday, July 31, 2012 along with Superintendent's Report
- Minutes of Regular Session of Tuesday, July 31, 2012
- Curriculum Leader job description
- The RETELL Initiative
- FY12 Food Services Report
- Material Surplus List
- AmComm Contract
- Scholarship donation
- DESE Superintendent evaluation model
- 2012-2013 Park Avenue Elementary Handbook
- 2012-2013 Webster Middle School Handbook
- 2012-2013 Bartlett Jr. Sr. High School Student Handbook