

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, August 22, 2017

Date: August 22, 2017 Time: 6:30 PM Location: Park Avenue Elementary School Library

The meeting was called to order by: Chairman Hurton

The following Committee Members were present

- Member Chenevert
- Member Makara
- Member Napierata
- Member Seddiki

The following Committee Members were absent:

The following Committee Members participated via Remote Participation

- 5:00
- I. **The meeting began at 5:30 with a tour of the three schools**
- II. **Call to Order: Move into Executive Session in Accordance with MGL Chapter 30A, S21(a) to discuss strategy with respect to litigation ALSO to discuss strategy with respect to collective bargaining and to reconvene in Open Session**

Motion: Move into Executive Session in Accordance with MGL Chapter 30A, S21(a) to discuss strategy with respect to litigation ALSO to discuss strategy with respect to collective bargaining and to reconvene in Open Session

The motion was made by Member Makara

The motion was seconded by Member Chenevert

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

III **Return to Public Session**

Motion: To Approve July 25, 2017 Minutes

The motion was made by Member Napierata

The motion was seconded by Member Seddiki

The following roll call vote was taken:

3 members having voted in the affirmative

 members having voted in the negative

 2 members having abstained (Chenevert and Makara)

The motion: X Passed

 Failed

IV. **Superintendent's Report**

A. **Superintendent Update / District Wide Reports / Correspondence**

1. School Personnel Update

- Mrs. Goguen outlined the Administrative Summit that was held last week at Nichols College with the District Leadership team, there was much discussion on steps need to move forward.
- Today is the first of two day new hire orientation for teachers.
- We have a new vision statement, new motto: Every student will achieve. Together we can and we will make a difference!
- Open positions remaining: 2 ESL teachers, Reading Specialist, Kindergarten LTS (maternity leave), director of Curriculum & Instruction, Speech & Lang. pathologist (0.5FTE), paraprofessionals, hopefully close to hiring a Dean of Students

2. Superintendent Self Assessment

Superintendent Goguen presented her self-assessment plan as required by DESE. There was a brief analysis of student learning, growth and achievement. There were no questions from the Committee.

B. Assistant to the Superintendent for Business' Report

- Report on the Summer Maintenance Projects and the Condition of the School Buildings

Mr. Avlas thanked the custodial staff for their hard work this summer. All three buildings were toured this evening and looked great.

- Library Building Committee

At the recent Town Meeting there was approval for land around the site to be taken for additional parking

- Administrative Reno Update

BayPath is due back next week. Supplies are ready for their return. Doors and hardware are some of the items we do not have funding for. Annual Town Meeting will be held on October 16, 2017. We will submit an article for additional funds. Will present additional details at a future meeting

- Town Charter Review

Committee has finalized changes, document will be presented to Board of Selectman at their 9/11 meeting. There will be a Public Hearing on 9/18

IV. Old Business

A. Summer Program Review –

Janice Daniels gave a review of the Title I Summer Programs that ran from July 5th to August 3rd. Students were provided free breakfast and lunch. This program is offered to students to prevent the “summer slide”. 25 @ PAE, 52 @ WMS and 98 students attended the BHS Summer School. Title I paid for 8 of those students.

Kathy Baris outlined the special education summer program. There were a total of 75 students that attended. Susan Ricard successfully ran the program again this year. Thanks to Maria Santerre for her arrangement of summer transportation.

B. Report on Fundraising Applications –

Superintendent Goguen presented the requests from Webster Music Booster and Park Avenue Elementary PTO to be an approved fundraising organizations. Also presented (included in packet) are the fundraising events that have been approved in the past month.

Motion: To approve Webster Music Boosters as an approved fundraising organization

The motion was made by Member Makara
The motion was seconded by Member Chenevert
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: To approve Park Avenue Elementary PTO as an approved fundraising organization

The motion was made by Member Seddiki
The motion was seconded by Member Napierata
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

V. New Business

A. Report on United Way Programs

Janet Scheffler, United Way of Webster & Dudley and Noreen Johnson Smith of Family Health Center of Worcester were present to update the Committee on the work being done in collaboration with these organizations to Webster families. The Oral Health program has been providing care to students at Webster Public Schools since 2003 through the funding of grants. Services are provided on site at Park Ave and Webster Middle School.

Superintendent Goguen offered the groups to set up tables at our schools' Open Houses. Chairman Hurton thanked them for their continued support and service to the families of Webster

B. Acceptance of Hammond Organ from BHS Alumni

A Hammond Organ has been donated to Bartlett High School from BHS Alumni Stephen Soltys

Motion: To accept Hammond Organ from BHS Alumni, Stephen Soltys

The motion was made by Member Chenevert
The motion was seconded by Member Makara
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. Acceptance of \$8,295.95 in grants from Webster Education Foundation

The Webster Education Foundation has awarded four grants totaling \$8,295.95 to WPS staff. Superintendent Goguen complimented all the teachers for applying for these grants. Chairman Hurton thanked the Ed Foundation for supporting the teachers and students.

Motion: To accept of \$8,295.95 in grants form Webster Education Foundation

The motion was made by Member Chenevert
The motion was seconded by Member Makara
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. Approval of 6 lunch monitors at Park Avenue Elementary School

With the anticipated enrollment, it has been determined that there is not a need for a paraprofessional in the STAR Program. Mrs. Coleman is recommending the hiring of 6 lunch monitors. This would allow for staff that previously did this duty to have increased time on learning. Lunch monitors would work 1.5 hours / day and receive \$11.00/hr.

Motion: To approve 6 lunch monitors at Park Avenue Elementary School

The motion was made by Member Chenevert

The motion was seconded by Member Napierata

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

E. Approval of Job Description – Grade Level Coordinator

In the budget approved by the school committee these positions were listed. Working with Webster Educators' Association a new job description has been created.

Motion: To approve Job Description – Grade Level Coordinator

The motion was made by Member Seddiki

The motion was seconded by Member Chenevert

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 Hurton recused himself from Agenda items F-I

F. Approval of Memorandum of Agreement – Webster Educators Assoc. – Grade Level Coordinator

This Memorandum of Agreement is for 2017-2018 only to add Webster Middle School Grade Level Coordinators. This allow for four coordinators as outlined in the MOA

Motion: To approval of Memorandum of Agreement – Webster Educators Assoc. – Grade Level Coordinator

The motion was made by Member Chenevert

The motion was seconded by Member Seddiki

The following roll call vote was taken:

4 members having voted in the affirmative

 members having voted in the negative

1 members having abstained (Hurton)

The motion: X Passed

 Failed

G. Approval of Memorandum of Agreement – Webster Educators Assoc. – Webster Middle School coaching stipends and increase in other coaching stipend amounts

With the addition of Webster Middle School athletics, the stipends for Athletic Director and trainer has been increased. Also included in the MOA is middle school coaching positions

Motion: To approval of Memorandum of Agreement – Webster Educators Assoc. – Webster Middle School coaching stipends and increase in other coaching stipend amounts

The motion was made by Member Chenevert

The motion was seconded by Member Seddiki

The following roll call vote was taken:

4 members having voted in the affirmative

 members having voted in the negative

1 members having abstained (Hurton)

The motion: X Passed

 Failed

H. Approval of Memorandum of Agreement – Webster Educators Assoc. – Park Avenue Elementary School Staff & Student time on Learning.

In collaboration with Webster Educators' Association there has been a change to the start of school for Park Avenue Elementary School. The student day will be increased by 10 minutes to meet time on learning requirements. This also decreases the time PAE teachers starting time from 25 minutes to 15 minutes before students arrival.

Motion: To approval of Memorandum of Agreement – Webster Educators Assoc. – Park Avenue Elementary School Staff & Student time on Learning.

The motion was made by Member Chenevert

The motion was seconded by Member Seddiki

The following roll call vote was taken:

4 members having voted in the affirmative

 members having voted in the negative

1 members having abstained (Hurton)

The motion: X Passed

 Failed

I. Addressed at agenda item above

J. Approval of recommended lunch price increases

Mr. Avlas explained that here is a cost increase for students that purchase a second lunch and local parochial schools. This is to be in compliance with the Health, hunger Free Kids Act of 2010. Recommending increase as follows:

Bartlett High School from \$2.50 to \$3.00

Webster Middle School from \$2.00 to \$3.00 – the portion size has increased with the grade reconfiguration

Park Avenue Elementary School from \$2.00 to \$2.50

Motion: To approve recommended lunch price increases

The motion was made by Member Seddiki

The motion was seconded by Member Chenevert

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

K. Approval of Bartlett High School Student Handbook

Ms. Czernicki presented the changes to the BHS Student Handbook. She explained that red items are new, blue are items that have been deleted and green are still there, but on a new page. There was discussion over attendance / grade policy changes (page 29-30). Superintendent Goguen said that this was a discussion at the Administrative Summit. It was pointed out that changes need to be made to page 73 (remove radio station and update start of school times)

Motion: To approve Bartlett High School Student Handbook with changes as presented

The motion was made by Member Seddiki

The motion was seconded by Member Napierata

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

L. Approval of Webster Middle School Student Handbook

Mr. Zajac presented the WMS handbook. This year the handbook is included in the student agenda. There was a coversheet outlining the changes to the handbook. There will be an amended section for the addition of Webster Middle School sports

Motion: To approve Webster Middle School Student Handbook as presented

The motion was made by Member Makara

The motion was seconded by Member Seddiki

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

M. Approval of Park Avenue Elementary School Student Handbook

Mrs. Coleman presented the PAE handbook. There is a coversheet with the changes. Member Napierata questioned the change in not allowing families to drop off supplies the days before school starts. Mrs. Coleman explained that teachers need that time to set up the classroom. If a student is anxious or nervous she is giving those students and opportunity to come in, but it will not be an open door. This is also an effort to encourage families to come to Open House

Motion: To approve Park Avenue Elementary School Student Handbook

The motion was made by Member Seddiki

The motion was seconded by Member Chenevert

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 Hurton recused himself from this item

N. Approval of Employee Handbook

Superintendent Goguen reviewed the changes to the Employee Handbook. There has been an update to names of staff and our EAP provider. Added section on Dress Code (page 10) and Use of Cell Phone (Page 11)

Motion: To approve Employee Student Handbook

The motion was made by Member

The motion was seconded by Member

The following roll call vote was taken:

 3 members having voted in the affirmative

 members having voted in the negative

 2 members having abstained (Hurton, Chenevert)

The motion: X Passed

 Failed

Chairman Hurton thanked the Administrative Team for their hard work over the summer

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

/I. Adjournment

Motion: To adjourn the meeting at 9:55 PM

The motion was made by Member Makara
The motion was seconded by Member Chenevert
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 A. Glennon

Documents used during this meeting include:

- July 25, 2017 Minutes
- New Hire Listing
- Superintendent Self-Assessment
- Webster Music Booster, Inc. – organization fundraising application
- Music Boosters fundraising applications
- Park Avenue Elementary – organization fundraising application
- PAE PTO fundraising application
- Family Health Center of Worcester handouts
- Letter for organ donation
- Webster Education Foundation Grant recipients
- Job Description – WMS Grade Level Coordinator
- MOA – Webster Educators Assoc – WMS Grade Level Coordinator
- MOA – Webster Educators Assoc – Coaching Stipends
- MOA – Webster Educators Assoc – Time on Learning
- DESE school lunch price rates
- Bartlett High School Student Handbook
- Bartlett High School Newsletter
- Webster Middle School Student Handbook
- Park Avenue Elementary School Student Handbook
- Webster Public Schools Employee Handbook