

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, July 31, 2018

Date: July 31, 2018 Time: 6:30 PM Location: School Committee Conference Room
77 Poland Street, Webster, MA 01570

The meeting was called to order by: Chairman Hurton

The following Committee Members were present

- Member Napierata
- Member Blythe
- Member Chenevert
- Member Seddiki

The following Committee Members were absent:

I. Call to Order: Approval of June 12, 2018 Minutes

Motion: To Approve June 12, 2018 Minutes with two corrections noted

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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

Approval of June 26, 2018 Minutes

Motion: To Approve June 26, 2018 Minutes with two corrections noted

The motion was made by Member

The motion was seconded by Member

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

II Superintendent's Report

1. Personnel Update

Superintendent Goguen gave an update of the new hires and staff transfer as well as updates on resignations.

Ms. Goguen introduced the team of administrators – she stated that she is delighted to have them as part of our team. Our goal is to support our students.

Chairman Hurton Welcomed the Administrators to Webster

A. Introduction of Peter Cushing – Bartlett High School

Superintendent Goguen introduced Dr. Peter Cushing as the Bartlett High School Principal.

Dr. Cushing said he is very excited about the work being done in the district. He is looking forward to the return of the students. Looking forward the great things happening in Webster

B. Introduction of Robin Parmley – Park Avenue Elementary Principal

Superintendent Goguen introduced Mrs. Robin Parmley as the Park Avenue Elementary School Principal.

Mrs. Parmley thanked everyone for the warm welcome. She is impressed to see where the district is going. She is happy to be part of the team

C. Introduction of Liane Jalette – Dean of Students

Superintendent Goguen introduced Mrs. Liane Jalette as the Dean of Students for Webster Middle School and Bartlett High School.

Mrs. Jalette thanked everyone. Looking forward to being part of the team at both schools. She said she can't wait for the kids to come in.

Superintendent Goguen said leadership at the buildings is key. The day to day accountability is at the schools. The Mission is advanced with clarity

2. Human Resource Procedures

Procedures in the hiring process were reviewed by Superintendent Goguen, the new hire packet was presented. Also new this year is a Confidentiality Statement that is being used by the interview committees. Superintendent Goguen meets 1:1 with each new hire. The New Teacher Orientation will be held August 22nd.

3. Grants Update

We have received FY19 Federal Grant allocations. Additionally we have been informed that Park Avenue Elementary School will receive the Fresh Fruits and Vegetable grant in the amount of \$41,600. We received \$6,850.00 from the Worcester County Community Foundation, this will be used for new equipment at WMS and BHS. Webster Middle School received equipment to retrofit an existing steam table so it can be used as a salad bar and BHs will receive equipment to extend the hot serving line. Ellen Nysten received additional grant money from Project Bread for the summer and will be using these funds to support an end of summer / welcome back lunch at North Village on August 24th.

Chairman Hurton commented on the Summer Meals Rock at PAE yesterday with Congressman McGovern. It was an amazing event, he was impressed with the turnout.

4. District review by DESE

Superintendent Goguen informed the Committee that we are one of 16 schools who will undergo an onsite district accountability review by DESE under the provisions of Chapter 15, Section 55A. (Letter from DESE included in packet)

Chairman Hurton asked how we were chosen – Mrs. Goguen said it was random – we are one of the lucky 16!

5. Bartlett High School Rethinking School Discipline Report

Bartlett High School was identified as suspending students of color at a higher rate than students of non-color. There was a plan put in place for the 17-18 school year, results were submitted on June 29th. The action plan is included in the packet. In the three areas there have been improvement, we have seen a 26% reduction, although there has been a 12% increase in special education student suspensions.. We will continue to monitor.

6. Bartlett High School Mass ESE Tier I Academy

Bartlett High School has been accepted in the Mass ESE Tier I Academy for the 2017-2018 school year. This program of support is focused on deepening our knowledge of Tier I intervention / instruction specifically at the high school. This is a three year plan

7. Instructional Leadership Team Summer Summit Update

On July 17th and 19th we held our first ever ILT (Instructional Leadership Team) and District Leadership Team meeting. This team was created to build leadership through teachers. We are looking to have the ILT members be an important part of the educational process. Both groups are reading Engaging the Rewired Brain.

New district assessment tools are being rolled out; iReady, training will occur for administrators and teachers.

8. MSBA Site Visit

MSBA will be visiting Bartlett High School on August 16th at 1:30pm to conduct a Senior Site Visit

9. Annual MASS Superintendent Conference Update

Superintendent Goguen attended this conference in July. The theme was Redefining What Success Looks Like for All Students. Attended many informative workshops. Was delighted to have lunch with the Commissioner of Education.

10. Mentor Handbook

This handbook is new this year. It has been created / updated by Janice Daniels, Rebecca Czernicki and Michelle Budney. Our program has been redesigned to include a monthly theme for each meeting and also provides second year support for new teachers.

Other events

July 19th DESE filmed a video at PAE highlighting the Farm to Table

July 19th Meet & greet with new PAE Principal, Robin Parmley – well attended

July 30th Senator McGovern – Summer Rock Tour came to Webster

Today we hosted a Family Event at Price Chopper to educate families on proper nutrition. They toured the bakery, received a \$15.00 gift card.

Shout out to Jill Chapdelaine for building relationships with teachers.

Superintendent Goguen outlined the funding of the CMP programs.

Superintendent thanked Webster McDonalds for donating a percentage of their profits on July 14th – we have not received those funds yet.

Shout out to Sean Harrington organized a showcase of student art work at Book Lovers Gourmet

August 22nd is new teacher orientation and August 27th is the first day back for staff

Chairman Hurton asked for clarification on fiscal calendar for our grants. Mrs. Pierangeli said they vary – some are 7/1 others are 9/1. Chairman Hurton is requesting to see grant programs for the FY20 since School Committee authorizes expenditures.

B. Business Manager Report

1. FY18 Budget Closeout

Mrs. Pierangeli reviewed all line items that closed out with any adjustment. There is a balance of \$49,227.75; it is being recommended that we return those funds back to the Town.

Chairman Hurton thanked all the administrators for their hard work in this fiscal year and managing taxpayers dollars

Motion: To transfer \$49,227.75 back to the Town Of Webster

The motion was made by Member Chenevert

The motion was seconded by Member Blythe

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

Member Seddiki commented on the fiscal responsibility and the positive role we are showing.

III. Old Business

V. New Business

A. Approval of Memorandum of Agreement – District Resource Officer

Superintendent Goguen stated that due to new regulations we are required to have a memorandum of agreement that clearly defines the roles and responsibilities of our resource officer. Deputy Chief Shaw was present for this agenda item. Each year at the beginning of the school year we will meet to set goals and at the end of the year we will meet to see how where we stand in meeting those goals. Looking for open communication and collaboration. Superintendent Goguen said they currently meeting monthly, next meeting is August 16th.

During the first three days of professional development we will be holding ALICE Training at each school. This year each classroom has been given an Emergency Bucket.

Motion: To Approval of Memorandum of Agreement – District Resource Officer

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

B. Appoint designee to Southern Worcester County Educational Collaborative

As outlined in MGL Ch. 40, Section 4E, School Committees must annually appoint a designee to education collaboratives. In the past the superintendent has been the designee

Motion: To Appoint Superintendent Goguen to Southern Worcester County Educational Collaborative

The motion was made by Member Chenevert

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

C. Appoint designee to Central Massachusetts Collaborative

Same as above

Motion: **To** Appoint Superintendent Goguen to Central Massachusetts Collaborative

The motion was made by Member Blythe

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

D. Acceptance of \$4,417.52 from Webster Education Foundation

The Webster Education Foundation gave 4 grants for the upcoming year

1. \$127.52 to Amanda Anderson, Grade 1 for Apple Magic
2. \$2,950.00 to Amanda Anderson, Grade 1 for Social Emotional Classroom Library supplies
3. \$700.00 to Kurt DeArellano, BHs Science teacher for telescope / astronomy supplies
4. \$1,000 to MaryAnn Hoenig for field trips

Motion: To acceptance the donation in the amount of \$4,417.52 from Webster Education Foundation

The motion was made by Member Blythe

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

Chairman Hurton publically thanked WEF for their support

E. Approval of Bartlett High School Handbook

Dr. Cushing reviewed the changes in the BHS Handbook. This was a comprehensive overhaul, it was converted to google doc. He reviewed each change.

Chairman Hurton questioned the cell phone policy; specifically “prohibit”. After discussion there will be consideration into changing this. Dr. Cushing pointed out that research just came out on disengagement due to technology, we do not was to district from learning. He will review with staff and students and look at ways to amend.

Superintendent Goguen said that we need to build consistency with all schools. It’s important for students to get the break from technology. She is asking the school committee to give Dr. Cushing an opportunity to review with staff.

Chairman Hurton expressed other concerns: The 10 point grade deduction after 5+ unexcused absences. Dr. Cushing said he will need to investigate. He has seen success with alternative grade recovery. Superintendent Goguen is recommending that is removed.

Motion: To approve Bartlett High School Handbook removing the 10 point grade deduction on 5+ days absent and amending the cell phone policy

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

The following roll call vote was taken:

5e members having voted in the affirmative

 members having voted in the negative

 members having abstained

The motion: X passed

 Failed

F. Approval of Webster Middle School Handbook

Mr. Zajac said most of the changes are in removing the standard based report card language. He reviewed the changes. Starting this year WMS will have Breakfast in the Classroom. Added to the handbook (page 6) is a new promotion / retention policy. This practice will encourage students to be successful. Continuing to change the culture of the school.

Motion: To approve Webster Middle School Handbook

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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

G. Approval of Park Avenue Elementary School Handbook

Mrs. Parmley and Mrs. Mackay collaborated on the new handbook.

Member Napierata questioned the language in the “vacation” section, specifically the word “necessary”. Mrs. Mackay there was a hesitation to change a lot of items without Mrs. Parmley having adequate time to review the entire handbook, they will look at it for next year.

Member Seddiki questioned the section on parents not a bus stop during drop off (page 10). By not allowing students to take the bus she has a fear that students will not attend school on that day. Mrs. Parmley responded that they are looking for parents to set up and be responsible for getting their students off the bus. After discussion, “at the discretion of principal or their designee” will be added.

Motion: To approve Park Avenue Elementary School Handbook with amendments as presented

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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

Superintendent Goguen took this opportunity to thank Mrs. Mackay for stepping in as the acting principal at PAE. She kept the yacht sailing and made the transition much easier. She did a phenomenal job

H. Approval of Employee Handbook

There were minor changes / updated – all were reviewed

Motion: To approve Employee Handbook as presented

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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

I. Surplus Items

Mrs. Pierangeli is requesting that the School Committee approve the declaration of materials and equipment as surplus. A list of the items is included in the packet.

Motion: Move to declare the attached list of items as obsolete and to direct the Business Manager to auction off, donate or otherwise recycle / dispose of these materials in conjunction with provision of MGL 30B

The motion was made by Member Chenevert

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

J. Approval of change in school hours for Park Avenue Elementary School

Superintendent Goguen said that in essence the School Committee approved the additional time on learning by approving the WEA Contract which outlines the new hours for teachers. Teachers across the district will be working 7 hours and 5 minutes allowing extra time on learning. Asking SC to officially approve PAE hours to 8:35 – 3’03

There was clarification regarding bus times and BIC.

Motion: To approve change in school hours for Park Avenue Elementary School

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 (Chairman Hurton)

The motion: X passed

 Failed

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

Chairman Hurton asked that it be noted that he recused himself from signing the Warrant

A. Approve transfer request from Park Avenue Elementary School Student Activity Savings to Checking Account

Motion: To approve transfer request in the amount of \$952.88 from Park Avenue Elementary School Student Activity Savings to Checking Account

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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. Approve transfer request from Webster Middle School Student Activity Savings to Checking Account

Motion: To approve transfer request in the amount of \$ 7,635.43 from Webster Middle School Student Activity Savings to Checking Account

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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. Approve transfer request from Bartlett High School Student Activity Savings to Checking Account

Motion: To approve transfer request in the amount of \$21,554.79 from Bartlett High School Student Activity Savings to Checking Account

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

The following roll call vote was taken:

4 members having voted in the affirmative

 members having voted in the negative

1 members having abstained (Chairman Hurton)

The motion: X passed

 Failed

VII. Adjournment

Adjournment

Motion: To adjourn the meeting at 8:41 PM

The motion was made by Member Chenevert

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

Respectfully Submitted,

Lori Glennon

Documents included in the packet

- June 12, 2018 Minutes
- June 26, 2018 Minutes
- Human Resource New Hire Procedure Packet
- DESE District Review
- BHS Discipline Action Plan
- Mentoring Handbook
- MOA – Resource Officer
- FY18 final Budget
- Bartlett High School Handbook
- Webster Middle School Handbook
- Park Avenue Elementary School Handbook
- Employee Handbook
- List of surplus items
- PAE Transfer request
- WMS Transfer request
- BHS Transfer request