

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Thursday, August 27, 2019

Date: August 27, 2019 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

- o Member Napierata
- o Member Seddiki
- o Member Blythe

The following Committee Members were absent:

I. Call to Order: Pledge of Allegiance

Chairman Hurton announced that this meeting is recorded both video and audio.

II. Approval of July 16, 2019 Minutes

Motion: To Approve July 16, 2019 Minutes

The motion was made by Member Blythe

The motion was seconded by Member Napierata

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

III. Superintendent's Report

Chairman Hurton stated that Dr. Goguen has a personal emergency – she is not here this evening

A. Superintendent Update/ District Wide Reports / Correspondence

1. Personnel Update

Mrs. Pierangeli read a list of new hires and transfers of positions. She said there were many moving parts this year – there are still a few positions not filled. Having difficulty filling the 0.6FTE Foreign Language at Bartlett.

BARTLETT	
Karen Cousland	Assistant Principal
Sara St. John	ELL Teacher
Patrick Diggins	Adjustment Counselor
Kimberly Morris	Special Education
Angela Duffy	Special Education
Betty Hejwosz	Manager
Tiffany Jarmolowicz	Head Cook

WEBSTER MIDDLE SCHOOL	
Andrea Amato	ELL Teacher (transfer from PAE)
Erin Pelletier	Adjustment Counselor
Amy Horner	Grade 6
Ronda Franek	Special Education (transfer from PAE)
Susanne Stich	Gr. 7/8 Math
Michael Sweeney	LTS – Guidance
Kylie Dubey	LTS – Grade 8 ELA
Megan Tamalavitch	LTS - Librarian
Kristen Lundstrom	Para
Nichole Cloutier	Para
PARK AVENUE ELEMENTARY	
Sarah Kent	Administrative Assistant
Stephanie Errera	Adjustment Counselor
Megan Sterczala	Grade 3 Teacher
Brandon Meece	Grade 3 Teacher
Michelle Boulay	Grade 2 Teacher
Christine Macmanus	Speech & language
Michael Scott	Custodian
Emily Lindberg	LTS – Grade 2
Tracie Vangel	Transfer to 0.8 Library
Megan Coutu	Transfer to ELL
Barbara Smalarz	Speech & Lang Assistant

2. District Goals

Mrs. Pierangeli gave an overview of our district goals:

- *Implementing our new researched based curriculums with fidelity
- *Implementing intentional instructional strategies that increase student discourse, choice and engagement
- *Using valid data to improve teaching and learning
- *Focusing on creating more family friendly school environments.

3. Social Learning – Additional Programs:

- A. **National Alliance for Mental Health** - There has been a real focus on social emotional learning for this coming year. We have worked hard over the summer looking at the information provided to us by our family liaison. We have partnered with the National Alliance for Mental Health
- B. Memorandum of Understanding – Attorney General and Sandy Hook Promise FoundatoinThere will be presentations for Webster Middle and Bartlett Staff on October 2nd along with *Ending the Silence* presentations for Grades 6-12 in health class the week of November 18th. Superintendent Goguen signed a Memorandum of Understanding with the Attorney and Sandy Hook Promise Foundation. The purpose of this MOU is educating staff and students on school violence and suicide prevention.
 - *Start with Hello* – evidenced based prevention program that trains middle and high school students to recognize social isolation and reach out to help
 - *Say Something* – evidenced based prevention program that trains students how to look for warning signs and threats – especially on social media
 - *Signs of Suicide Prevention* – evidenced based prevention program that trains staff on how to recognize symptoms of depression and suicide
 - *SAVE Promise Clubs* – student leadership clubs focused on sustaining anti-violence programming in the schools

4. Summer Programming and Professional Development

Mrs. Pierangeli provided a list of the professional development that occurred over the summer

- July 25 & 26 – DLT Safety Training
- August 12 & 13 – ILT / DLT Summer Summit

- August 14 – DLT Training
- August 15 – Evaluation Training
- August 22 – PowerSchool Discipline Training
- August 23 – Student Activities Account Training with the Town Auditors
- August 19 – Safety care training for Paraprofessionals and ABA's

Janice Daniels, Director of Curriculum and Title I outlined the summer programs

- PASS One at Park Avenue Elementary School – about 67 students attended – it was a success
- Webster Middle School – Had 5th and 6th grade students in summer programs for ELA and Math. We piloted an Edgenuity Program for students in grades 7 and 8
- Bartlett High School – 85 attended
- As a continuation with our partnership with North Village we held a 4 week program on Tuesday and Thursday for students in grade 2-4, 7-9 students participated.

Kathy Baris, Director of Student Support outlined the Extended Summer Program for students on IEP's. Eighty students were serviced this summer, the purpose is to avoid the summer regression. Should out to Sue Ricard, director of the summer program and Maria Santerre who does a lot of work on the transportation side.

B. Business Manager Report

1. 100 Year Celebration

Athletic Director, Tony Paranto, was present to give details of the 100th matchup on Thanksgiving between Bartlett and Southbridge. In planning stage for celebratory events, fundraising efforts, banquet, throw-back jerseys. Discussing tasteful ways to display the mascot.

2. Safer Schools and Communities

Mrs. Pierangeli said the custodians have been very busy cleaning - we haven't had many large projects. Replaced garage doors at Bartlett, gutters at BHS will be replaced. Due to large growth at Park Avenue Elementary we are using rooms that were not designed to be for students, we need to add a second egress, getting quotes and will be installing a second exit. At PAE Library ~ reading nooks looking to glass enclosure to create small work spaces. Nothing major at Webster Middle School, some roof top unit repairs. Technology summer work – we have ordered new chrome books.

3. FY19 Budget Close Out

Mrs. Pierangeli reviewed highlighted items in the close out budget. Putting a budget freeze in affect last December helped with the increase special education of out of district tuition. There was a significant savings in utilities, net metering credits have had a large impact in the savings. We were able to offset the special education tuition by \$551,000 from Circuit Breaker funds also used funds from the LEA budget. There was an increase in transportation due to the foster care, we were able to offset \$150,000 that the school department paid to assist the town. Chairman Hurton thanked Mrs. Pierangeli and the administrators for their work.

Mrs. Pierangeli informed the members that she received word from the MSBA that our building committee was approved. Will begin to schedule meetings soon.

There was a conference call on the new foster care regulations. Mrs. Pierangeli said Title IX-D (Federal Social Security Act) to reimburse districts for some of the funds incurred with the new regulations. Districts can expect a minimum of 20%, a max of 25% going back to 4/1/2018. We must go to Town Meeting to get approval to bill through Title IX, will talk with the town to recoup some of the costs.

IV. Old Business

A. Disbanding of Park Avenue Elementary Building Committee

Chairman Hurton thanked the members of this committee. He said it is very rare for a commercial construction project to finish on time and under budget. He thanked the citizens of Webster. Since this is a subcommittee of Webster School Committee we must officially disband.

Motion: Disband the Park Avenue Elementary School Building Committee

The motion was made by Member Napierata

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

 members having abstained

The motion: X passed

 Failed

V. New Business

A. Approval of Job Description – Cafeteria Manager

To continue to update all job descriptions, presented tonight is the Cafeteria Manager. There were no questions / comments

Motion: Move to approve Cafeteria Manager Job Description

The motion was made by Member Blythe

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

 members having abstained

The motion: X passed

 Failed

B. Approval of Job Description – Breakfast in the Classroom Coordinator

Motion: Move to approve Breakfast in the Classroom Coordinator Job Description

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

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

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C. Approval of Employee Handbook

The Committee was provided the 2019-2020 Employee Handbook with the changes outlined

Motion: To approve the Employee Handbook

The motion was made by Member Blythe

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
_1 members having abstained (Chairman Hurton)
The motion: X passed
 _____ Failed

D. Approval of Substitute Handbook

The Committee was provided the 2019-2020 Substitute Handbook with the changes outlined

Motion: To approve the Substitute Handbook

The motion was made by Member Blythe
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
__members having abstained
The motion: X passed
 _____ Failed

E. Approval of Coaching Handbook

Mrs. Pierangeli said this does not have to be officially approved by the School Committee, but felt it was important to be presented to them. Athletic Director, Tony Paranto said this handbook followed MIAA and state regulations. Every season there is a meeting with coaches to review the handbook. As state regulations change the handbook is updated. There was discussion about the new proposed heat index regulation.

It was the desire of the committee not to approve this handbook as it is not required.

F. Approval of Memorandum of Agreement – Webster Educators Association

Looking to add a Grade 8 Content leader for the 2019-2020 school year. Also, omitted from the new contract was the ELL Coordinator. There was a correction to the MOA – should have ELL not ESL

Member Napierata asked for further explanation of the Grade 8 Content Leader. Mrs. Pierangeli explained that Mr. Zajac is looking to have all grade level as well as subject matter leaders.

Motion: To the MOA as presented with the proper edits as approved by the WEA

The motion was made by Member Seddiki
The motion was seconded by Member Napierata
The following roll call vote was taken:
_3 members having voted in the affirmative
_ members having voted in the negative
_1 members having abstained (Chairman Hurton)
The motion: X passed
 _____ Failed

G. Acceptance of donation from Webster Dudley Food Share

Ellen Nylen received a check in the amount of \$7,117.97 from the Webster Dudley Food Share for a new salad bar unit at Bartlett High School. The old unit did not pass Board of Health inspection in June and we are purchasing a new table.

Motion: To accept the \$7,117.97 donation from Webster Dudley Food Share

The motion was made by Member Blythe
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
__members having abstained
The motion: X passed
 _____Failed

H. Approval of Surplus Items – Park Avenue Elementary Go Math books / materials

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

Motion: 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 provisions of M.G.L. 30B

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
__members having abstained
The motion: X passed
 _____Failed

I. Approval 2019-2020 Strategic Plan – Instructional Strategies

Mrs. Pierangeli presented the 2019-2020 (copy included in packet). She said this is used as our strategic plan for the year. It has been referenced to on many occasions.

Motion: To approve 2019-2020 Strategic Plan – Instructional Strategies as presented

The motion was made by Member Napierata
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
__members having abstained
The motion: X passed
 _____Failed

J. Approval of Fundraising Organization – Grid Iron Club

Per School Committee policy we don't approve fundraising events, but we do approve the organizations that register with the district to raise money on behalf of the students. Chairman Hurton thanked the Grid Iron club for their years of efforts in supporting the football program

Motion: To approve the Grid Iron Club as a fundraising organization

The motion was made by Member Blythe
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
__members having abstained
The motion: X passed
 _____Failed

K. Approval of Fundraising Organization – Cheer Booster

Same as above

Motion: To approve the Cheer Booster as a fundraising organization

The motion was made by Member Blythe
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
__ members having abstained
The motion: X passed
_____ Failed

L. Approval of Fundraising Organization – Music Booster

Same as above. This group raises a significant amount of money for the music program and the show choir, without their efforts this group would not exist as we know it.

Motion: To approve the Music Booster as a fundraising organization

The motion was made by Member Blythe
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
__ members having abstained
The motion: X passed
_____ Failed

M. Approval of increase of Park Avenue Elementary ABA from 0.4FTE to 1.0FTE

Mrs. Baris said every year there is movement over the summer. We had some families move in that require support as well as the need to support students who have moved from the half day Preschool program to full day Kindergarten. The funding will be through local budget by moving a portion of salary into the SPED Grant.

Motion: To approve the increase of Park Avenue Elementary ABA from 0.4FTE to 1.0FTE

The motion was made by Member Blythe
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
1 members having abstained (Chairman Hurton)
The motion: X passed
_____ Failed

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

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

Motion: To approve \$4,579.00 transfer request 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:
4 members having voted in the affirmative
_ members having voted in the negative
__ members having abstained
The motion: X passed
_____ Failed

X. Adjournment

Motion: To adjourn the meeting at 7:50 PM

The motion was made by Member Seddiki

The motion was seconded by Member Blythe

The following roll call vote was taken:

3 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:

- July 16, 2019 Minutes
- School Committee Vacancy Posting
- Letter from Michael Makara to fill vacancy
- FY19 close out budget
- MOU – Sandy Hook Promise Foundation
- Safer School and Communities Grant receipt letter
- Letter to disband the PAE School Building Project Committee
- Cafeteria Manager Job Description
- Breakfast in the Classroom Job Description
- Employee Handbook
- Substitute Handbook
- Coaching Handbook
- MOA – WEA
- GoMath surplus items
- Fundraising Organization Application – Grid Iron Club
- Fundraising Organization Application – Cheer Booster
- Fundraising Organization Application – Music Booster
- Approval of increase of Park Avenue Elementary ABA from 0.4FTE to 1.0FTE
- Webster Middle School Transfer Request
- New Teacher Orientation information
- August 26-28 Professional Development Agenda