

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday August 25, 2020

Date: August 25, 2020

Time: 6:00 PM

Location: Remote ZOOM

The meeting was called to order by: Chair Seddiki

The following Committee Members were present

- Member Napierata
- Member Blythe
- Member Millet
- Member Adamopoulos

The following Committee Members were absent:

Chairman Seddiki outlined the changed in Open Meeting Law issued by Governor Baker on March 12, 2020 given the COVID19 outbreak. The meeting is posted on the district website with the zoom link allowing the public to join in the meeting. This meeting is being recorded both audio and video and will be posted on the district website.

I. Call to Order:

II. Approval of July 21, 2020 Minutes

Motion: Motion to approve the July 21, 2020 Minutes

The motion was made by Member Napierata

The motion was seconded by Member Adamopoulos

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 August 6, 2020 Minutes

Motion: Motion to approve the July 21, 2020 Minutes

The motion was made by Member Napierata

The motion was seconded by Member Millet

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. Superintendent's Report

A. Superintendent Update/ District Wide Reports / Correspondence

1. Personnel Updates

New Hires:

Luciano Barrera – BHS Biology
Stephanie Ryder – Grade 5 ELA/SS
William Helfrich – Grade 7/8 ELA
Mark Perec – WMS Special Education Teacher
Erin Nugent – School Psychologist

Resignations:

Russell Holden – WMS STEM

Retirement:

Valerie Howes – PAE Music
Susan Dodd – BHS SPED

Reorganization: These moves were necessary to carry on the curriculum progress and support of our teachers

Jill Chapdelaine – Director of Curriculum, Instruction and Assessment and Virtual learning Specialist K-12
Patty Mackay – Interim Director of Title 1, ELL, Grants Management, MCAS Coordination, Mentoring and Before & After School Programming
Debora Zablocki – Interim Assistant Principal PAE
Michelle Budney – Project Manager for Curriculum, Instruction and Assessment & Other Special District Projects

Open Positions:

Long term sub ELA @ BHS
.5 ELL @ WMS
Grade 6 ELA/Science @ WMS
Grade 7 Math @ WMS
Music @ PAE
STEM @ WMS
SPED @ BHS

2. Reopening of School Update

Remote/ Hybrid model planning- cohorts/ teacher assignments/ bussing

Have been extremely busy over the past few weeks – shout out to the custodians for their hard work. Administrators and RN's have been working on procedures to reopen. They have been creating our Group C, determining bus routes, hot spots, everyone has been going nonstop. Dr. Goguen stated that she is very proud to be the Superintendent in Webster.

District Leadership Summer Summit Aug. 19, 20

This year we did not include the ILT team to keep the number of attendees low.

New Teacher Orientation Aug. 26 (remote)

To date we have 9 new teachers attending. It will be held remote, will be covering not only the typical agenda but also reviewing how to be successful with blended learning.

District Opening and Professional Development Plans

Jill Chapdelaine spoke about this year's opening professional development. Normally we plan for three days – this year we had 10 day. Ms. Chapdelaine highlighted the academic and social/emotional professional development planned. We are not bringing in outside speaker for the first two days, allowing extra time for staff to collaborate. Focusing on remote learning on day 3, day 4 speaker Polly Bath, Noelle Foy, Alicia Wisonsky and Mike Flynn will all focus on resilience, trauma, behavior social emotional learning and gearing up for remote learning.

Parent Informational Events Prior to School Starting (virtual)

WMS ~ Sept. 1st Grades 5 & 6 @ 5:30 p.m. / Grades 7 & 8 @ 6:45 p.m.

BHS ~ Sept. 2nd Grades 9, 10, 11 & 12 @ 5:30 p.m.

PAE ~ Sept. 3rd Grades 1 & 2 @ 5:00 p.m. / Grades 3 & 4 @ 6:30 p.m.

Principals will review all the changes with families. Invites will be sent out soon

Negotiations with WEA and Paraprofessional – Aug. 17 and 18 – in process

Have met to discuss a COVID-19 memorandum of agreement on August 17th and 18th and are meeting tomorrow. More info to follow

COVID-19 Safety Protocols

Dr. Goguen said we have been working all summer on a comprehensive plan that meets DESE, CDC and Town requirements.

- a. Daily Self Assessment – Sarah Philips, RN at PAE explained the self-assessment that staff will be required to complete daily. There is a similar one for parents to complete (included in packet)
- b. PPE Protocols - Sarah Phillips reviewed the new protocols. Nurses use SNAP student computer program. Have created a COVID form letter if any student is exposed.
- c. Exclusion Summary – reviewed by school nurses (included in packet)
- d. Visitor Health Screening Log – new log to be used at all three school for contact tracing.

Superintendent Goguen thanked the nurses for their hard work. She said they will meet weekly. Chair Seddiki commented on the adaptability this team has shown during this time.

3. Other Updates

- a. CMC Approval Letter & Agreement
DESE approved the amendment to the Central Massachusetts Collaborative agreement. Letter from DESE and agreement attached in packet
- b. John Hopkins survey results
Last year PAE participated in a research study – the results were shared
- c. Families First Coronavirus Response Act: Employee Paid leave Act
This this a new employee leave. Information has been distributed to all staff
- d. Parent/Guardian Remote-Hybrid Permission slip
Permission slip provided to all families allowing students to participate in on-line learning when we go to hybrid or in person learning.
- e. DESE Guidance - Sports
The guidance from MIAA on school sports was shared. Sports are ranked based on their risk factor.
- f. DESE Guidance – Vaccine
New regulation that all children ages 6+ must have the flu vaccine before 12/31/2020

g. State Guidance – Access to Mobile Testing for Schools

DESE has organized a mobile testing site should we present with a high number of positive cases. This would be arranged in coordination with the Board of Health

B. Business Manager Report – Monique Pierangeli

1. School Building Committee Update – met August 19th

Mrs. Pierangeli said the committee met on August 19th. The OPM has begun working. The next step is to hire an architect and to advertise of a designer.

2. Food Service Update

All Webster Public School Food Distribution Centers will be closed after Friday August 21st until September 14th. On September 15th the Food Distribution Centers will open at WMS and PAE between the hours of 11:00 a.m. and 1:00 p.m. in the same drive thru fashion we've had. BHS students can access either site. Also, the drop off food distribution will begin again on September 15th for North Village.

Huge shout out to Ellen Nylen, appreciate all her hard work and the hard work of the cafeteria staff.

The Fresh Produce Boxes distributed 1,680 total boxes. Will be expanding this program through 9/15/2020. This was a blessing for any families.

Ms. Nylen participated in a remote food services audit. More info to follow

Ms. Nylen was present to discuss the plan for the reopening of school. At Park Avenue Elementary breakfast and lunch will be served in the classroom. At Webster Middle and Bartlett breakfast will be served in the classroom and lunch in the cafeteria. We will continue to have the drive through pick up. If we are in full remote exploring prepackaged meals 2-3 days/week versus daily. We received a waivers for the USDA extension of SFSP (Summer Food Service Program) and additional COVID-related this allows flexibility in meal counting and claiming through December 31st.

Dr. Goguen spoke of the amazing job done by Ms. Nylen and her staff. Member Blythe and Chair Seddiki spoke of their experience coming through the drive through to get meals for their children – giving them a sense of normalcy in their schedule.

3. Other Updates

Technology Grant – Mrs. Pierangeli said in earlier this month we applied for approximately \$170,000 technology grant based on a formula we have been awarded the Remote Learning Technology Essential Grant ~ \$91,890.00. We will purchase additional tablets for kindergarten and grade 1, hotspots and special education programs. The remaining money will be pickup up by the district using some Cares Funds.

IV. Old Business

A. FY20 Budget Closeout

Mrs. Pierangeli reported that there are still changes that need to be made. We were off-setting some expenditures with the town Cares fund for FY 20. The Goal was to save for FY21 and purchase as much PPE products and pre-pay SPED tuition. We are able to not use FY20 Circuit Breaker or School Choice funds. We purchased 320 chromebooks and PPE with FY 20 funds which will be transferred to cares funds and will create a surplus in the FY20 budget. This surplus will transfer FY20 remaining budget to the town. We are

waiting to see what is approved and working with town to get reimbursement from their cares fund. This money is set to expire by 12/31/2020.

B. Approval of Owners Project Manager (OPM) contract for Bartlett Renovation Project

Mrs. Pierangeli said the Owners Project Manager is the contractor that oversee the project. We have budgeted \$225,000 for fees.

Motion: Motion to approve the Owners Project Manager Contract and to authorize the School Committee Chair to sign the contract on behalf of the School Committee

The motion was made by Member Millet

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

IV. New Business

Chair Seddiki is recommending one motion for the two job descriptions.

A. Approval of Job Description – Director of Title I, ELL, Programming, Grants Management, MCAS Coordinator, Mentoring and Before & After School Programming

Dr. Goguen said this is newly updated after the retirement of Mrs. Daniels. This role is multi-layered. Thrilled to have Dr. Mackay in this role, her internal knowledge of the district is beneficial.

B. Approval of Job Description – Project Manager for Curriculum, Instruction and Assessment and Other District Special Projects

Dr. Goguen outlined the reorganization of the central office as we are all being tasked with new responsibilities. Michelle Budney will fill this position.

Member Millet said she would like to have approved the JD before appointing someone to this position. Dr. Goguen said she will take that into consideration in the future.

Member Seddiki acknowledged the efforts being made to update job descriptions even during these challenging times.

Motion: To approve the Job Descriptions – Director of Title I, ELL, Programming, Grants Management, MCAS Coordinator, Mentoring and Before & After School Programming and Project Manager for Curriculum, Instruction and Assessment and Other District Special Projects

The motion was made by Member Blythe

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

C. Acceptance of \$1,610 donation from Project Bread

Dr. Goguen announced that Ms. Nylen wrote a grant for funds from Project Bread. She was awarded \$1,610 that will be put towards purchasing disposable to-go containers.

Motion: To accept donation of \$1,610 from Project Bread

The motion was made by Member Blythe

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

D. Acceptance of \$4,000 donation from Mapfre Fundacion

Dr. Goguen said a grant was approved that will allow us to purchase math manipulatives for grade 4 students. This will allow each student to have their own manipulatives to bring home during remote learning.

Motion: To accept donation of \$4,000 from Mapfre Fundacion

The motion was made by Member Blythe

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. Acceptance of face shields donation from Henke Sass Wolf

Dr Goguen detailed a donation from Henke Sass Wolf of 9 face shields.

Motion: To accept donation of facemasks from Henke Sass Wolf

The motion was made by Member Blythe
The motion was seconded by Member Adamopoulos
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

Chair Seddiki said that on behalf of the committee she would like to publically thank the donations given above. We are appreciative of the generous donations.

F. Approval of Employee Handbook

Dr. Goguen reviewed the following updated to the employee handbook

- Update school administration information
- Update administration information
- Updated Bully Prevention Policy
- Removal of AIDS/HIV Policy highlight (still remains a policy)
- Added a section on COVID-19 safety protocols and new COVID policies

Motion: To approve the Employee Handbook as presented

The motion was made by Member Blythe
The motion was seconded by Member Adamopoulos
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 Substitute Handbook

Dr. Goguen reviewed the updates to the substitute handbooks

Changes in staff names

- Increase daily sub. rates from \$85 to \$100 per day
- Increase long term sub. rates from \$120 to \$150 per day
- Increase Nursing sub. rates from \$120 to \$150 per day
- Increase Para and ABA sub. rates from \$78 to \$85 per day
- Increase Admin. Assist sub. rates from \$12/hr to \$14/hr
- Increase Cafeteria sub. rates from \$12/hr to \$14/hr

Member Millet asked about COVID training for substitutes. Dr. Goguen said yes – a lot of the training is being recorded. Chair Seddiki asked if we have checked to see what other districts substitute rates were. Dr. Goguen said these are a little higher than other districts. This is a competitive market, looking to have qualified subs

Motion: To approve the Substitute Handbook as presented

The motion was made by Member Millet

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

H. Approval of PAE, WMS and BHS Student Handbook Addendum

Each school principal was present to review the addendum to their handbook as it related to the COVID19 changes in their procedures and practices. These changes will be provided to staff / students / families.

Motion: To approve PAE, WMS and BHS Student Handbook Addendum as presented

The motion was made by Member Blythe

The motion was seconded by Member Adamopoulos

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. Approval of ABA (Adult Basic Education) Linkage Reopening Plan

Dr. Goguen said the Adult Education Programs must submit three plans similar to the plans we submitted to DESE. Mrs. Baker reviewed the 3 plans. Student enrollment is not as high, planning for 14 classes at 3 sites. Planning to run in person, face to face classes. Have held some intake (enrollment) sessions, looking to push back our start date. If we go to hybrid we will have one night in person, one night remote. We have the ability for full remote if required. Our high risk students have the option to participate entirely remote using google classroom. This plan must be submitted by 8/31.

Chair Seddiki commented on the level of preparedness everyone has. Ms. Baker gave recognition to her leadership time.

Motion: To approve ABA (Adult Basic Education) Linkage Reopening Plan as presented

The motion was made by Member Blythe

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

J. Approval of Policy EBC Supplemental – General Policy on COVID Related Issues

Dr. Goguen stated that this recommendation is from MASC. This gives School Committee the authority to make changes and allows them to disperse with the policy three readings. This is an interim policy as it relates to COVID19

Motion: To Policy EBC Supplemental – General Policy on COVID Related Issues

The motion was made by Member Napierata

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

K. Approval of Policy EBCFA – Face Coverings

Dr. Goguen said this policy is also MASC recommended. This requires all staff and students to wear masks that do not have valves or vents. (More restrictive than DESE guidance as they only recommend masks for students grades 2 and up). Allows for students to take off masks –for eating and mask breaks/ PE when 10 ft. apart/ outside when 6 to 10 ft. apart. Exceptions to mask wearing listed – medical/ behavioral/ or other challenges. Must be approved by building principal.

Motion: To Policy EBCFA – Face Covering

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

School Nurses and BOH, Jennifer Sullivan remarked that these policies make safety a priority, keeping staff and students safe.

L. Approval of Policy IHBHE Remote learning and Policy IHBHE-E Remote Learning Addendum

This policy was also MASC recommended, it addresses remote learning, safety, support, equitable access, communication, and bargaining with teachers. This addendum ensures equity for all students.

Motion: To Policy IHBHE Remote learning and Policy IHBHE-E Remote Learning Addendum

The motion was made by Member Blythe

The motion was seconded by Member Millet

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 Respiratory Protection Program

Kathy Pepin, RN explained the OSHA requirements. Typically schools do not have to follow but given COVID19 it is being recommended. Per the National Association of School Nurses, a Respiratory Protection Program needs to be approved by the School District. The purpose of this program is to ensure nurses wear N95 masks and outlines proper procedures and protocols

Motion: To Approve of Respiratory Protection Program

The motion was made by Member Blythe
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

N. Approval of Webster Board of Health memorandum of Agreement – COVID-19 related

Jennifer Sullivan, Webster Board of Health was present to explain this MOA. She spoke of the fantastic work done by our school nurses. The District continues to work with the BOH to ensure safety during this pandemic and this MOA outlines COVID-19, Testing, Contact Tracing, and Protocols for responding to COVID-19 in our schools.

Dr. Goguen said our expectations exceed DESE and CDC.

Motion: To Approve the Webster Board of Health memorandum of Agreement – COVID-19 related

The motion was made by Member Blythe
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

O. Approval of 2020-2021 Webster Public Schools Strategic Plan – Instructional Strategies

Dr. Goguen explained that for the past three years the Strategic Plan has been presented. This year’s is similar to last year but we added we will provide dynamic and explicit instruction for our students regardless of the school model for all students. At an upcoming meeting we will share all the school’s improvement plans

Motion: To Approve the 2020-2021 Webster Public Schools Strategic Plan – Instructional Strategies

The motion was made by Member Millet

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 Blythe asked the Chair if we could return to the DESE/MIAA guidelines around sports. Dr. Goguen explained there was a meeting scheduled with the athletic director and Webster Board of Health to review the low impact sports. There are multi layers of safety. Some of the expectations in the guidelines may not be possible. Safety will guide our steps. Mrs. Thomas meets with SWECL principals and athletic directors weekly. New regulations around soccer was discussed. SWCEL consensus is to start with golf and cross country.

Sarah Phillips asked about baseball and softball being played in the fall – Mr. Thomas responded that this has not been in the DESE recommendations.

Member Millet asked Dr. Goguen what her thoughts are about staff safety, staff coming back and the possibility of them teaching from home. Dr. Goguen said that any requests that come in are being handled individually. She said we have an obligation to educate our students. In the current model only the high risks students are coming into school. We must be ready to shift to a different model at any time – looking at what is best for staff and students.

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

X. Adjournment

Motion: To adjourn the meeting at 8:01PM

The motion was made by Member Blythe

The motion was seconded by Member Millet

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 Marrazzo

Documents included in the packet:

- August 25, 2020 Agenda
- July 21, 2020 Minutes
- August 6, 2020 Minutes
- New Teacher orientation Agenda
- Professional Development grids
- COVID 19 Self-Assessment
- DESE COVID Guidelines
- DESE PPE Protocols
- Exclusion Summary for WPS
- Visitor Health Screening Log
- Letter from DESE approving CMC agreement
- CMC Agreement
- John Hopkins survey results
- MAPFRE volunteer slideshow
- FFRAC Handout
- Parent Permission for Hybrid Learning
- DESE MIAA Guidelines
- DESE Rapid testing guidelines
- Food Service Report
- Technology Grant
- FY20 Final Budget
- Owners project manager contract
- Job Description - Director of Title I, ELL, Programming, Grants Management, MCAS Coordinator, Mentoring and Before & After School Programming
- Job Description - Project Manager for Curriculum, Instruction and Assessment and Other District Special Projects
- Project Bread Donation
- Mapfre Donation
- Employee Handbook
- Substitute Handbook
- PAE, WMS & BHS Addendum to COVID 19 and Title IX Handbook Addendums
- Webster ABE linkage Reopening Plan
- Policy EBC
- Policy BGB
- Policy EBCFA
- Policy IHBHE & IHBHE-E
- Respiratory Protection Program Plan
- MOA – Webster Board of Health
- 2020-2021 WPS Strategic Plan
- Warrant