

**MATTAPOISETT SCHOOL COMMITTEE MEETING  
16 Barstow Street – Mattapoisett, MA 02739**

**MEETING MINUTES**

**December 9, 2019**

<https://vimeo.com/378806588>

**PRESENT**

Committee Members:

James Muse  
CHAIRPERSON

Carole Clifford  
VICE-CHAIRPERSON

Karin Barrows

Shannon Finning

**ABSENT**

Committee Members:

Charles Colburn  
Rider

**ALSO, PRESENT**

Dr. Douglas White  
SUPERINTENDENT OF  
SCHOOLS

Michael Nelson  
ASST. SUPT.

Rose Bowman  
PRINCIPAL

Keven Tavares  
ASSOCIATE  
PRINCIPAL

Doreen Lopes

Jill Henesey  
SCHOOL FOOD &  
NUTRITION  
DIRECTOR

Members of the  
Press

**MEETING TO ORDER**

The regular meeting of the Mattapoisett School Committee was called to order on Monday, December 9, 2019 by Chairperson Muse at 6:30 p.m. in the Center School Cafeteria.

**AGENDA ITEM IV.F.**

**NUTRITIONAL INFORMATION**

Dr. White opened the discussion of the nutritional concern in beverages by introducing Ms. Henesey. Ms. Henesey began with stating the USDA MA approved beverages that are being serviced in school. She went on to shed some light on the beverage called Switch. She shared that although the packaging looks like an 8 oz. energy drink it is 100% sparkling fruit juice which is within the regulation. Switch has been sold in the schools for about ten years in order to help offset some of the costs.

Ms. Finning brought up the concern that Switch has 28 grams of sugar and requested that Ms. Henesey share the nutritional contents in 100% fruit juice compared to Switch.

Ms. Henesey also shared that parents are welcome to call or email her if they do not want Switch or any other snack to be purchased by their child. Parents can monitor all student purchases on My School Box and restrictions can be placed on their account. She also stated that all nutritional information is on the nutrition website.

It was suggested that information be added to the school website about navigating My School Box and a list of all ala carte items with nutrition facts be available so that parents are aware. Principal Bowman also added that once this information is available a letter can be sent home informing parents.

**AGENDA ITEM IV.B.**

**KINDERGARTEN REPORT CARDS**

Dr. White gave a brief introduction of the development and move to a the new kindergarten report card and that the new tool is in line with the standard based report card now used by the other grades. He mentioned the great

work that Ms. Lopes and Mr. Nelson along with the kindergarten teachers have put into this project ensuring its future success.

Mr. Nelson went on to share the wonderful work done by Ms. Lopes and how she spearheaded this initiative assuring that the kindergarten teachers had a voice in the process in terms of developing and collaborating a product they had ownership in. Mr. Nelson also mentioned that they are very proud of not only the report card but also the rubric that has been developed. Lastly, Mr. Nelson gave kudos to Mr. Ashley for his patience through the many edit changes and making the final product very user friendly.

Ms. Lopes began the presentation with a brief history of what had been used in the past and the concern that needs were not being met, the product was confusing, not user friendly and production of report was time consuming along with the cost of color prints.

Ms. Lopes shared what steps were taken in order to begin the process of moving to the new report card. She began meeting with all kindergarten teachers gathering their feedback and prioritizing was based on best instructional practices. Teams from each school identified missing standard, duplication and priorities. Time was spent analyzing what was gathered and asking questions such as, are families going to understand this, is there vertical alignment with first grade, what are emerging skills under each standard and what do they look like. Once this was all put together a final review was conducted by the Principals from each school ensuring a standard common language across the buildings, alignment with the standard based report card and families' clear understanding of their child's development. Ms. Lopes added that the Kindergarten report card goes out twice a year and the new report card will be sent home on January 7<sup>th</sup> along with a supporting letter. Ms. Lopes also shared that the rubric is a teacher tool and perhaps parents would benefit from an informational night session. Mr. Nelson added that Ms. Kris Lincoln proposed filming a narrated video and placing on the website which parents can refer back to if they need further clarification.

Mr. Nelson shared that along with Ms. Lopes assistance they are looking into best practices and developing a consistent model when it comes to the kindergarten entry enrollment across the three schools. Ms. Lopes will share more information on the plan at the February committee meeting.

#### AGENDA ITEM I.A

### **APPROVAL OF MINUTES**

#### **A.1. Regular Session**

Minutes of October 10, 2019 – “MTSC 12092019 October Minutes”

MOTION: Vice Chairperson Clifford made the motion to accept the October 10<sup>th</sup> meeting minutes with amendment

SECOND: Ms. Barrows

VOTE: Pass (Ms. Finning abstained)

#### AGENDA ITEM IV.A.

### **SUPERINTENDENT SEARCH REPRESENTATIVE**

Chairperson Muse shared that on Thursday, December 12<sup>th</sup> the consultant will be sharing the results of the focus groups and the surveys that were conducted. There will also be a vote on who will participate in the final committee.

#### AGENDA ITEM IV.C.

### **WARRANT ARTICLE**

Chairperson Muse shared that at a recent town meeting it was voted to establish a committee of seven members with the sole purpose of looking to the future of continuing to have two elementary schools in conjunction with what will be done in the town hall since schools are also being used for town purposes. Chairperson Muse went on to say that this will be a “fact finding” committee and its purpose is to report its findings in May 2021 at the annual town meeting. He also shared that funding will be available for this committee.

Chairperson Muse proposed that the school committee have an open discussion and come up with some criteria of who they think would be an asset to the new committee. Dr. White recommended that any person selected should have background of the community. Ms. Finning mentioned that having someone with a financial and

architectural background would be beneficial. Chairperson Muse also added that an administrator would also be valuable.

Dr. White added that anyone interested in joining the committee should reach out to Chairperson Muse, the school or the central office in order to begin a list of candidates as well start drafting a press release to solicit volunteers.

**AGENDA ITEM IV.E.**

**SCHEDULE MARCH 30<sup>TH</sup> MEETING**

Dr. White requested that a meeting be scheduled earlier than the existing meeting on April 13<sup>th</sup> in order to have enough time to come to a consensus on what the budget will be for the public hearing. The committee agreed on meeting on April 6<sup>th</sup>.

**AGENDA ITEM V.B.1.**

**FINANCIAL REPORT** “Please refer to “MTSC 12092019 FY20 Financials”

Dr. White reviewed the financials and stated that having 8.5% of the budget left is in healthy. He reminded the committee that if the program has other moneys, the ability to manage the overages within the program does not need school committee approval and as long as it stays within the program itself. He indicated many of the items on the report will be adjusted within the programs themselves.

Dr. White thanked Principal Bowman and Associate Principal Tavares for their support in their office for handling the purchase order process and managing budget.

**AGENDA ITEM V.C.3.**

**BUDGET TIMELINE**

Dr. White shared the timeline for FY21 budget and requested that the budget sub committee meet in the near future. Please reference the MTSC 12092019 Budget Timeline for more details. He added that the annual town meeting is scheduled for May 11<sup>th</sup>.

**AGENDA ITEM V.C.4.**

**STUDENT OPPORTUNITY ACT** “Please refer to “MTSC 12092019 Student Opportunity Act – Fact Sheet”

Dr. White shared that the Student Opportunity Act will be implemented over the next seven years. Over that time \$1.5 million *new* dollars will be put into education. He went on to share a few areas that will be taken into consideration; one being health insurance that was not considered in the past, as well as the cost of special education and finally English language learning. The state is onboard with social emotional learning and will be providing additional assistance which is an area as a district we are already working on. He also shared that there will be relief for students that attend charter schools and how that will be reimbursed. One of the biggest areas will be circuit breaker. He went on to share that in the past transportation costs were not used in calculating circuit breaker and now it can be added to the total of students tuition and transportation in order to be reimbursed. The first stage of the act will be 25% reimbursement which will qualify more dollars into the district. Also, Rochester is considered rural community and there may also be additional funds there as well. Lastly Dr. White shared that by April a plan will be needed on how the money will be used but that it is still in process and more information will be coming from the state.

Dr. White also shared with the committee that some of the guidelines were included in December 6<sup>th</sup> Friday News.

**AGENDA ITEM VI.**

**CHAIRPERSON’S REPORT**

Chairperson Muse thanked “every member of the staff” for doing an extraordinary job putting forth their very best to ensure that students of this town get a great education. He also added despite the challenges with open positions, curriculum changes, superintendent search and more everyone has stepped up to keep things running smoothly. He went on to praise and thank Dr. White for his leadership and tireless efforts throughout the years going above.

## **CENTRAL OFFICE ADMINISTRATORS REPORT**

Dr. White shared that the majority of his time is being spent setting up the FY21 budgets along with Mr. Lynch's help two days per week supporting the day to day operations. He went on to say that he has asked the principals to share their portion of the budget and what the needs are for their buildings.

Dr. White extended an invitation to the committee to join the January 17<sup>th</sup> professional development day on Diversity Talks including workshops and Adolf Brown, a speaker that will be joining at 12:30 at the high school cafeteria.

Mr. Nelson shared a workbook with the school committee of the training that was done by the cultural proficiency teams. He went on to share that the workbook puts in prospective the work that was done and how this work will continue through these teams and impact the future within each of their buildings.

Mr. Nelson also shared a recently published memo by the TLC members of the work being done in respect to curriculum instruction which can be found on the webpage.

## **PRINCIPAL REPORT** \*\*\*\*Please refer to the Principal Report\*\*\*\*

Principal Bowman began by commending the kindergarten teachers for the work done with Mr. Nelson and Ms. Lopes stating that it is a huge step forward. She shared that the new kindergarten report cards will be going out January 15<sup>th</sup> and grades 1-6 report cards on December 11<sup>th</sup>.

Principal Bowman shared information on the technology class and specific programs that are done throughout the grades.

Principal Bowman went on to share that pajama day and bingo night were a success. She also spoke about a few upcoming holiday events that would be taking place such as concerts, raffles and a PTA breakfast.

## **VIII. SCHOOL COMMITTEE**

### **A. Committee Reports**

#### ORR District School Committee

Chairperson Muse shared the following items that were discussed at the meeting

- MCAS presentation
- Update on LED lighting
- Ski trips and long-term trip approvals
- Superintendents certificate of achievement was presented to Makenzie Riley

#### SMEC

Vice Chairperson Clifford shared the following items discussed at the meeting

- Budget was approved
- Continuing to look for a building
- Possibility of Fall River and Westport to join SMEC

#### READS

Dr. White shared the following items discussed at the meeting

- Approve audit with not findings
- FY21 budget process has begun

#### Early Childhood Council

Ms. Barrows shared the following items discussed at the meeting

- Presentation by the justice resource center offering programs/course for proactive strategies for behavioral difficulties
- Spring event "Celebrate the Week Of A Young Child" was discussed happening in April

- A resource called “The People In Your Neighborhood” was shared which includes available activities for kids in the Tri- Town
- Transition to Kindergarten book was shared that all children from the district can obtain

MASC

Currently Ms. Finning is not receiving updates. Dr. White will investigate this further.

Vice Chairperson Clifford shared several thoughts about self-evaluation ideas she got from a conference she attended and proposed that the committee tried completing their own self-evaluations.

Mattapoissett Capital Needs Committee

No update

Tri-Town Education Foundation

Ms. Barrows shared the following items discussed at the meeting

- Financial report was given by a community foundation rep
- Next meeting will be to decide amount of grant available
- A vote between Lighthouse Fund and Tri-Town Education Fund. Going forward it will be TTEF (Tri-Town Education Fund)

Policy Sub-Committee

Vice Chairperson Clifford asked the committee to review and comment items (mainly student funds) sent via email on December 5<sup>th</sup>

Budget Sub-Committee

No update

Clock Committee

No update

**ADJOURN MEETING**

MOTION: Vice Chairperson Clifford gave the motion to adjourn meeting

SECOND: Ms. Finning

VOTE: Unanimously Pass

Meeting ended at 7:53

**NEXT MEETING**

Monday, January 13, 2020 at 6:30

Submitted by:

Jenn Seco

Recording Secretary