

**ROCHESTER SCHOOL COMMITTEE MEETING
ROCHESTER PUBLIC SCHOOLS
Rochester, Massachusetts
16 Pine Street – Rochester, MA 02770**

**MEETING MINUTES
January 9, 2020**

PRESENT

Committee Members:

Sharon Hartley
CHAIRPERSON

Anne Fernandes
VICE-CHAIRPERSON

Danni Kleiman

Robin Rounseville

Tina Rood

ABSENT

Committee Members:

ALSO, PRESENT

Other Attendees:

Dr. Douglas White
SUPERINTENDENT OF
SCHOOLS

Michael Nelson
ASST. SUPT.

Derek Medeiros
PRINCIPAL

Charles West
ASSISTANT
PRINCIPAL

Jenn Seco
RECORDING
SECRETARY

Members of the
Press

Jill Henesey
SCHOOL FOOD &
NUTRITION
DIRECTOR

Kristen Jimenez
PTO PRESIDENT

MEETING TO ORDER

The Rochester School Committee meeting was called to order on Thursday, January 9, 2020 by Chairperson Hartley at 6:35 p.m. in the Rochester Memorial School Music Room.

AGENDA ITEM I.

APPROVAL OF MINUTES

AGENDA ITEM I.A.

REGULAR SESSION

Minutes of December 5, 2019 “RSC 01092020 December Minutes”

MOTION: Ms. Rounseville made a motion to approve the minutes with amendments
SECOND: Ms. Fernandes
VOTE: Pass, (abstained, Ms. Rood)

AGENDA ITEM IV.A.

PTO FUNDRAISORS

Principal Medeiros introduced Ms. Jimenez a representative of the Rochester Memorial PTO and went on to thank the PTO and her for the great work. Chairperson Hartley shared that the committee reviewed the information presented by the PTO for future potential events.

Ms. Jimenez shared some information on a couple of events that had taken place

- Craft/Vendor Fair- thirty-six vendors on thirty-eight spots making approximately \$1,500. The majority of the vendors would like to join next year’s fair.
- Holiday Shop - a better-quality company was used this year, but shipping was in issue. The event made approximately \$1,400. The PTO will be looking into another vendor next year with both good quality and reliable shipping.

Ms. Jimenez presented a new fundraiser to the committee for approval

- Mable Labels are sturdy labels for lunch boxes and bags. They can be ordered via the school website. Prices range depending on the package and ship direct. This will also potentially help with the lost and found at the school.

MOTION: Vice Chairperson Fernandes made a motion to approve the Mable Labels fundraiser as presented
SECOND: Ms. Rounseville
VOTE: Unanimously Pass

Ms. Jimenez gave some information about the new PTO website found on <https://www.rmspto.com/> which contains a lot of useful information and links to school and district site.

Ms. Jimenez proposed a new project that would place two standing inclusion/communication boards on the playgrounds. The boards would be replicas of an iPad for nonverbal students. The cost would be \$990 for both boards which include installation. Once approved Ms. Jimenez stated she would work with the special education, speech and language staff and Principle Medeiros would ask Mr. Jones for his support as well.

MOTION: Vice Chairperson Fernandes made a motion to approve the playground inclusion board as presented by the PTO.
SECOND: Ms. Rounseville
VOTE: Unanimously Pass

Ms. Jimenez proposed that the fundraisers and events brought to the committee be approved prior to setting dates this way if funds are running low the PTO can pull from and approved list (“back up” plan). She also added that if a specific grade wants to have an event they also can pull from the approved list. If this were to happen the PTO would inform the committee prior to having any event and an updated calendar will always be available on the PTO website.

The following are the proposed events

“Look What I Made” –Art Signal Studio

- This would work as childcare services on parent teacher conference days. Children would paint ceramic items (ornaments, mugs, etc.) and then the items would be brought back to Art Signal Studio for kiln firing and returned. The total cost varies by item painted but would not exceed \$12.

MOTION: Mr. Rood made the motion to approve “Look What I Made” as presented by the PTO
SECOND: Ms. Kleiman
VOTE: Unanimously Pass

Summer Camp Sign Up

- Local summer camps would set up tables on the first weekend in March in the cafeteria. The cost for the camp per table would be \$150. This gives parents from the Tri-Town an opportunity to see what’s available in the area and to sign up.

MOTION: Ms. Rounseville made a motion to approve the Summer Camp Signup as presented by the PTO
SECOND: Ms. Rood
VOTE: Unanimously Pass

Rebecca Nut Free Cookies and Dough

- This provides egg free, gluten free, nut free cookies with no cross contamination and ship all orders directly. Ms. Jimenez mentioned this fundraiser may be a good grade specific option. The profit margin would be minimum 33% and highest 50% depending on the quantity sold.

MOTION: Vice Chairperson Fernandes made a motion to approve Rebecca Nut Free Cookies and Dough as presented by the PTO.
SECOND: Ms. Rood
VOTE: Unanimously Pass

Fun Pasta

- This fun shaped pasta grade specific fundraiser has been approved in the past by the committee.

World's Finest Chocolate

- Student would sell candy bars for \$1 - \$2. The profit is 50% and this would be used as a backup or grade specific fundraiser.

Chairperson Hartley requested that more information on who in the district is also selling chocolates so there is no overlap. This fundraiser was put on hold for the future review.

Spirit Sticks by Spirt Monkey

- There are many different varieties of Spirit Sticks available that can be used for many different situations. They may also be customized. The cost is .50 cents and the cost to purchase would be \$1.00-\$1.50.

Chairperson Hartley shared that since Rochester Memorial is a Responsive Classroom school, students are expected to have good values and behaviors every day without a material reward. Her recommendation was to tie this into Responsive Classroom and if children were part of an event that all the student participating receive a Spirit Stick, e.g. Fun Run, school wide achievement

MOTION: Ms. Rood made the motion to approve the Spirit Sticks with discussion how they will be used in the school.

SECOND: Ms. Rounseville

VOTE: Unanimously Pass

Maple Craft Products

- Variety of Grade A flavored maple syrup that could be used as a winter backup fundraiser.

MOTION: Ms. Kleiman made a motion to approve the Maple Craft Products as presented

SECOND: Ms. Rood

VOTE: Unanimously Pass

Ms. Jimenez shared an overview of some additional PTO happenings.

- They received their first grant for a music assembly for Ms. Odette.
- Donation requests to Dick's Sporting goods for recess consumables.
- The PTO has 501C3 status and a member who is a grant specialist. She informed the committee if the school can not apply for a technology grant, they may be able to.
- Working on a proposal to paint the black top using a company called Peaceful Playgrounds which have several creative options.

Chairperson Hartley recommended looking to a [Peace Pole](#) which is a beautiful wooden personalized statement of peace in different languages.

AGENDA ITEM IV.A.

FOOD SERVICE REPORT

Ms. Henesey reported that all is running well. She went on to share that breakfast participation is climbing. The Board of Health inspections have been conducted with no violations in the last five years. USDA civil rights mandatory training has been successfully completed by all food service staff. Ms. Henesey has been preparing for the state audit which will be on December 13th.

Dr. White thanked Ms. Henesey for the work she did in securing grants for four ovens in the high school and a new service line at the Central School. Ms. Henesey added that hopefully the next set of grants she would be able to apply for would be a fruit and salad bar for Rochester Memorial. She has also been elected to represent MA for School Nutrition Association of MA as well as the Legislation Action Committee nationwide. She is also the Southshore Cooperative Chairperson which includes seventeen school districts

Ms. Henesey added that statewide this districts purchasing collaborative has the lowest pricing (14%) while other schools have had a 30-50% increase in food cost.

AGENDA ITEM IV.C.

SUPERINTENDENT SEARCH REPRESENTATIVE

Chairperson Hartley shared that Vice Chairperson Fernandes is Rochester Memorial's representative and that the search is moving along. A meet and greet with Mr. Hartley took place and all roles identified were filled with representation from each town (principles, teachers, parents, selectmen, finance). There was a large focus on bonding the towns. The next steps will be screening resumes and interviewing candidates in order to prepare to present to the school committees on March 4th to vote and appoint a new superintendent.

AGENDA ITEM IV.B.

FY 21 INITIAL BUDGET REVIEW

Dr. White shared that the Budget Subcommittee has met a few times discussing the initial budget and additional programming. The budget will be reviewed once again on February 6th in order to set up a meeting with the town to review the proposed budget in order to prepare to present in March.

AGENDA ITEM IV.E.

ASSESSMENTS

Principal Medeiros began with sharing and giving an overview of several assessment tools such as data sheets through the grades at Rochester Memorial to the committee. He also shared feedback received from PLC meetings based on guided questions on data being used to assess. Principal Medeiros went on to present the Freckle assessment tool which is available for ELA and Math grades 1-6. If a teacher uses Freckle to assess a student in ELA or Math, they will receive an email report with measurable data output for students as a whole and individually. He went on to share that Freckle gives the ability to pull data as a grade level giving the teachers the ability to place students in appropriate groups to obtain the additional support needed. Teachers are also able to assign lessons to students and groups. Freckle as an administration tool gives the ability to see how teachers are utilizing the program, overall growth and proficiency. It also gives the ability to break the data down from grade to classroom.

Chairperson Hartley questioned how often a student is taught using Freckle vs working directly with the teacher in the classroom. Principal Medeiros explained that it varied depending on the need and skill. He went on to share that blocks are 1 hour to 2 hours depending on the subject area. Good practice is usually 10 to 15 minute teacher talk, students working together and transitioning through groups. He added that if a classroom has a good foundational knowledge of the subject they may not need as much time as projected and on the other hand if there is more time needed for a unit it will be more teacher driven. All depending on the class size and the rotation that is planned. These are assessments that shift into practice and may be reassessed again. Assistant Principle West added that Freckle is supplementary to Go Math curriculum. Freckle provides students with additional skills and is utilized in different ways depending on students' needs and dovetails with what is learned with Go Math.

Administration meets twice a month for the PLC for common planning time to discuss flex groupings, targeted interventions, assessments and MCAS results/future planning. There are also weekly SRST meetings (special education team in collaboration with student support staff) and BBST (Building Base Support Teams) meetings a couple of times a month as well. Principle Medeiros added that reading is assessed every 6-8 weeks by grade level with the team (Administration, grade level team, reading specialist, liaisons and supporting specialist). Overall all the data is being used when discussing learning goals or professional practice goals.

Flex time is used for intervention and each teacher's strength or group focus is being utilized to help those students that have been identified as needing specific additional support. Students transition throughout the different teachers aligning with the internal learning walks which are part of the strategic plan.

AGENDA ITEM IV.F.

REVIEW OF SCHOOL CALENDAR 20-21 "RSC 01092020 SCHOOL CALNEDAR"

Chairperson Hartley mentioned that start of this calendar is later than the normal start date in August due to Labor Day. Dr. White went on to say that starting in September 1 will be difficult due to primary election because there is a school that is used for elections in the district. Dr. White went on to say that since it will be the first day of school children would not be able to be moved to another location as they have been in the past. He suggested that September 1st be the first day for teachers and the 2nd for students and having school on Friday the 4th keeping in mind that other stake holders are also reviewing the calendar. He also added that November 3rd is also elections and can be used as a PD. The committee went on to discuss the proposed winter holiday schedule, starting school the last week of August and a few other possibilities/challenges. Dr. White suggested reviewing the calendar, gathering feedback from staff/families and coming back with an agreement in order to go to next joint meeting.

AGENDA ITEM IV.B.

SMEC MEMBERSHIP "RSC 01092020 SMEC"

Dr. White shared information from the director of SMEC, Dr. Copper. Please refer to RCS 01092020 for more information. The request is to approve an amendment of capital reserve account from \$250,000 to \$500,000 for the purpose of looking at properties. Vice Chairperson Fernandes added that SMEC is growing and needs more space to lease and possible purchase. She confirmed that approving this amendment will not increase cost at this time.

MOTION: Ms. Rounseville made the motion to approve the maximum accumulative balance to \$500,000 to the Capital Reserve Account
SECOND: Ms. Rood
VOTE: Unanimously Change

Dr. White shared that approval was needed to areas where amendments have been changed. Vice Chairperson Fernandes reviewed each amendment with the committee. Please refer to RCS 01092020 for more details.

MOTION: Ms. Rounseville made the motion to approve the language changes as stated by Vice Chairperson Fernandes to the Articles of Agreement of the Southeastern Massachusetts Educational Collaborative
SECOND: Ms. Rood
VOTE: Unanimously Change

Vice Chairperson Fernandes shared that the board of directors have approved Fall River's addition to the collaborative.

MOTION: Ms. Rounseville made the motion to approve to acceptance of Fall River as a member of SMEC
SECOND: Ms. Kleiman
VOTE: Unanimously Change

SIGNATURE

MOTION: Ms. Rood made the motion to have Ms. Sharon Hartley sign the SMEC amendment changes on behalf of the Rochester School Committee
SECOND: Ms. Fernandes
VOTE: Unanimously Change

AGENDA ITEM V.C.1.

FINANCIAL REPORT "Please refer to "RSC 01092019 FY20 Financials"

Dr. White reviewed in detail the financials with the committee stating the 11% of the budget is remaining. He went on to share that any lines that are in the negative can be managed within the program and he will continue to monitor budget each month. The search for a Business Manager continues.

AGENDA ITEM VII

CHAIRPERSON'S REPORT

Chairperson Hartley shared that the turn out to the tree lighting at the town hall was a wonderful event regardless the terrible weather. It was much enjoyed by all who attended.

CENTRAL OFFICE ADMINISTRATORS REPORT

Dr. White shared the guidance on the Student Opportunity Act plan and stated that on January 22nd the governor budget will be available, and the result of these new dollars will be available. The next steps are to start thinking about how the money will be used. Once the amount for the district is known then the mapping of how those dollars will be spent can begin. The plan will need to be voted on and submitted by April. He also shared there is a Superintendent conference on the 23rd where there will be additional information.

Mr. Nelson extended an invitation to the committee to join the January 17th professional development day on Diversity Talks including Cultural Proficiency workshops and [Adolf Brown](#) at the high school. Mr. Nelson thanked all the individuals who volunteered their time to participate in additional trainings and time after school to plan for this event.

Mr. Nelson shared the following upcoming events

- February 5th will be the half day PD working on project-based learning curriculums/cultural proficiency planning and Connecting Academics with Morning Meeting workshop
- Clinical training for guidance counselors and social workers on handling risk assessments.
- New teacher program seminar on Behavior Management Techniques this month.
- A one-year contract has begun with a responsive classroom tool called Kaleidoscope (Rochester, Marion, Mattapoissett, and Jr. High).
- Elementary, Jr. High and Mr. Nelson will attend a responsive classroom leadership training focusing on social emotional learning in February

PRINCIPAL'S REPORT

Principal Medeiros shared that the Tree Lighting event was great, and the kids did an excellent job. He praised the December 26th holiday concert as well.

Principal Medeiros shared the following upcoming events

- January 23rd is the 4th grade musical "Celebrate the World"
- February 5th kindergarten orientation
- Kindergarten Report cards will go home on January 22nd
- School council meets the week of January 13th

Asst. Principal West added that five assistant principals attended two-day Alice Training at Stonehill College and will now take it to the next level by working with police collaboration in order to come up with a model to train the school. This will allow more efficiency and professional

Asst. Principal West shared some insight on Restorative Justice model for discipline practices and that it is being explored and if it dovetails/works well with responsive classrooms. Asst. Principal West will share more information with the committee about this subject. Mr. Nelson added when developing the social emotional goal for the strategic plan a lot of the conversations were around what practices were being used in all schools and how to be more consistent. Efforts are being made on how to best approach these practices moving forward.

Agenda item VIII. B.

COMMITTEE REPORTS

Budget Subcommittee

Meeting took place prior to the school committee.

ORR District School Committee

Ms. Rood shared the following items discussed at the ORR District School committee program of studies

- Program of Studies
- Graduation requirements
- Class size report
- Reginal Agreement discussion– a report out will be shared at the next ORR meeting. More information to come. The main goal is to get it onto the Town Warrant this year
- Next meeting January 22nd

SMEC

Vice Chairperson Fernandes shared the following items discussed at SMEC

- Next meeting January 30th

READS

No update

TRI-TOWN FOUNDATION

No update

EARLY CHILDHOOD COUNCIL

No update

POLICY SUB-COMMITTEE

Ms. Rood shared the following items discussed at Policy Sub-Committee

- Foster care homeless and military policy changes
- Facility Use for ORR, Mattapoisett and Marion. Rochester has its own Facility Use policy.

NEW TO AGENDA

Review of the Rochester Facility Policy and compare to the ORR, Mattapoisett and Marion Facility policy. Include historical use of building information.

EXECUTIVE SESSION*

Chairperson Hartley made the statement to go into Executive Session at 8:36 pm for the purpose of litigation and adjourn the regular meeting with the roll call.

Dr. White requested that Mr. Nelson stay for executive session and committee accepted

ROLL CALL: 5:0

Sharon Hartley	Anne Fernandes	Danni Kleiman	Robin Rounseville	Tina Rood
YES	YES	YES	YES	YES

Chairperson Hartley made a statement to come out of Executive Session at 8:52 p.m. in order to adjourn the meeting.

ROLL CALL: 5:0

Sharon Hartley	Anne Fernandes	Danni Kleiman	Robin Rounseville	Tina Rood
YES	YES	YES	YES	YES

ADJOURN MEETING

MOTION: Vice Chairperson Fernandes gave the motion to adjourn meeting

SECOND: Ms. Rood

VOTE: Unanimously Pass

Next Joint Meeting is March 5, 2020

Meeting adjourned at 8:52 p.m. **NEXT MEETING** Thursday, February 6, 2020

Submitted by: Jenn Seco, Recording Secretary