

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

**MEETING MINUTES  
February 7, 2019**

Regular meeting of the Rochester School Committee was held on Thursday – February 7, 2019 at 6:00pm., at the Rochester Memorial School – 16 Pine Street, Rochester, Massachusetts.

**COMMITTEE MEMBERS PRESENT:** Sharon Hartley– Chairperson, Anne Fernandes – Vice-Chairperson, Tina Rood and Robin Rounseville

**OTHERS PRESENT:** Dr. Douglas R. White, Superintendent of Schools; Dr. Elise Frangos, Assistant Superintendent of Curriculum and Instruction; Michael Nelson, Director of Student Services; Paul Kitchen, Business Administrator; Derek Medeiros, Principal; Charles West, Assistant Principal; Toni Bailey, Recording Secretary; members of the press and public.

Chairperson Hartley stated in accordance with Massachusetts Open Meeting Law, the Agenda has been set, the meeting is being video-taped, and unless there are any emergencies that need to be added, the Agenda will be followed as outlined.

Chairperson Hartley welcomed Mr. Paul Kitchen, Business Administrator, to the Old Rochester Regional School District and to the Administrative Team of the Rochester School Committee. Ms. Hartley announced the budget sub-committee met at 5:00pm this evening, and they had a long and productive meeting regarding the FY19/20 budget.

**MEETING TO ORDER**

**I. Approval of Minutes:**

**A. Approval of Minutes – Regular Session: January 3, 2019**

Chairperson Hartley asked if there were any changes to the minutes of January 3, 2019

Approval of Minutes: Regular Meeting: January 3, 2019 – Approved of Regular Meeting  
MOTION: by Chairperson Hartley to approve the minutes of January 3, 2019, as written.  
SO MOVED: Ms. Fernandes  
SECONDED: Ms. Rounseville  
IN FAVOR: All  
OPPOSED: None  
MOTION PASSED

**B. Approval of Budget Minutes – January 3, 2019**

Chairperson Hartley asked if there were any changes to the budget minutes of January 3, 2019

Approval of Minutes: Budget Meeting: January 3, 2019 – Approved of Budget Meeting  
MOTION: by Chairperson Hartley to approve the minutes of January 3, 2019, as written.  
SO MOVED: Ms. Rounseville  
SECONDED: Ms. Fernandes  
IN FAVOR: All

OPPOSED:

None

MOTION PASSED

#### **IV. General**

##### **A. FY20 Budget Update**

###### **Recommendation:**

That the School Committee review the draft FY20 Budget.

Dr. White stated the FY20 Budget is an increase of \$203,476 (3.25%).

Dr. White stated some of the areas that will be discussed this evening regarding the FY20 budget will include: ELA Program, Special Education Program, STEM, Social/Emotional, and Social Studies.

Dr. White stated at the last meeting it was suggested that money be put aside to provide support for an additional person for a Curriculum Director's position, which \$15,000 was allocated for this position in Program 004.

Mr. Medeiros stated at Rochester Memorial they are fortunate to have several professional staff members with dual licensures and they will be moving a General Ed Teacher to a Special Ed Liaison position next year to meet the needs of the students. Mr. Medeiros stated the projected enrollment for next year is around 501 students.

Mr. Medeiros stated from an ELA standpoint, discussions were held with the staff and in looking at data (MCAS data, in-house data and district benchmark data), they talked about what does reading look like at RMS, and what does ELA, math and science blocks look like, etc. Mr. Medeiros stated presently they use Foundations, Reading Street & Guided Reading, and Empowering Writers in Six Traits and for assessments they use Fountas and Pinnel Benchmarking, Dibels, QRI, Teacher Assessments, Foundations and Shaywitz Screener.

Mr. Medeiros stated they were able to free up some grant money, which will allow them to add a Reading Paraprofessional/Instructional Assistant back to the reading department, to assist during Flex time or Level Learning blocks in Level Literacy, Foundations, ERI, etc.

Mr. Medeiros stated in Special Education they will have a Special Education Liaison in every level; there will be 7 general grade level special education support staff; 4 (four) – 1:1 staff; 1 registered behavioral technician who will consult with the BCBA person; and, they will be adding one additional paraprofessional to fill the position who transitioned to the reading staff.

Mr. Medeiros stated from a STEM standpoint, Rochester Memorial looks at science and math with technology and engineering (STEM Block); we continue to utilize the Go Math program; materials were purchased for the science kits; we purchased many "on hands" materials – Bits, robots, solar kits, small technology devices, etc. to allow the students to have STEM challenges/science experiments on a daily basis in the classroom. Mr. Medeiros noted Mrs. Sollauer has done a great job in transforming the library to a media center and has created a Maker Space center, including a Lego wall that has been used by all grade levels this year.

Mr. Medeiros stated this current fiscal budget allowed Rochester Memorial to purchase 75 new chromebooks that were distributed to Grade 6, and we now have supported our 1:1 initiative regarding chromebooks for grades 2-6. (In the past it was grades 3-6)

Mr. Medeiros noted in the approved budget for FY19, Rochester Memorial was able to have a STEM Specialist; classroom teachers PreK to 4; STEM Generalists; departmentalized Math & Science in grades 5 and 6; and, Sandy Sollauer as our Media Specialist.

Mr. Medeiros stated this FY20 budget would support in keeping the staffing, programming and materials that we have purchased.

Mr. Medeiros stated under "Social & Emotional" – the biggest piece is the Responsive Classroom training we were able to have for our teachers and the FY20 budget would support the continuation of that training as well as work around the Panorama Survey and the Cultural Proficiency Committee.

Mr. Medeiros stated is Social Studies, this year the biggest assignment was to create a "Vertical Team" that would meet with Dr. Frangos and other staff from Marion and Mattapoissett to dissect and look at the

Department of Education's Social Studies Civics curriculum. Mr. Medeiros stated the FY20 budget would support in purchasing some of the materials for this curriculum.

Dr. Frangos stated the "Vertical Team" has been examining the Social Studies curriculum and vendors. Dr. Frangos noted the 6<sup>th</sup> grade curriculum is very rigorous and is based on World Geography and its Politics, Economics, Geography and Archaeology Across the World. Dr. Frangos handed out a rubric for the committee to look at and stated there has been a significant shift in all the grades in Social Studies and shared with the committee the book that grade 6 would like to move forward with. (National Geographic – World Cultures and Geography)

Dr. Frangos noted she has grant money that would defray some of the cost for purchasing this new Social Studies book.

Dr. Frangos handed out an "Activity" sheet from the World Cultures and Geography book and stated it is embedded with project and problem-based learning. Dr. Frangos noted a "Project-Based Rubric" is already created – or at least a model of a rubric that a teacher can look at – or they can create one of their own.

Dr. Frangos stated the Vertical Team looked for several things the book offered, such as:

- Does this resource reflect 100% of the new Social Studies Civics Curriculum
- Does it have differentiated materials for ELL (English Language Learners)
- Does it have differentiated materials for Special Education
- Does it have reading levels

Dr. Frangos stated she would like to go forward with ordering 25-30 copies for each of the grade 6 classrooms (70 texts), as well as a license for each student (\$50.00/student), so they could work at home. Dr. Frangos noted this book is "Read Aloud" so a student could flip a switch and the passage will be read aloud to them, and the student would be able to make the text larger or smaller. Dr. Frangos stated you can choose high, low or a medium level, and the general concept will be in each of the reading levels.

Ms. Fernandes asked if this was the text of choice and would it be a benefit to the students to have it digitally in the classroom as oppose to a hard copy book in the classroom?

Dr. Frangos would like the opportunity to provide hard copies, as well as digital in the classroom and have digital just at home. Dr. Frangos noted if a child has an accommodation, or an IEP stating students will be provided with a hard copy of a text to take home with them – then of course, that would be granted.

Ms. Rood asked if a portion of the hard copy book is ever just purchased, (for example- purchasing only 10 copies of the book per classroom) and the rest is provided on-line. Ms. Rood wanted to know why would we have to purchase a book for every student.

Dr. Frangos stated there will be 2 teachers in grade 6 teaching this curriculum (covering 3 classes) and she would like to have licenses for all of the students and some books in the classrooms as well. Dr. Frangos stated that she would like to begin using this new social studies book this fiscal year (she has money in grants that she would be able to use and Mr. Medeiros has a balance of funds in the Social Studies budget for this year of approximately \$1,500.00) to make this purchase.

Chairperson Hartley stated the school committee members will look at this book on-line as a group, and will come to the next meeting with any questions or concerns to Dr. Frangos, at which time they will make a decision on the purchase of this book.

**Dr. White stated the following for FY20 Regular Day Budget:**

Program 004 – Superintendent's Office

- Added \$15,000.00 for an additional person in Curriculum

Program 010 – Classroom Teachers

- moving one regular ed teacher to special ed liaison
- there is one person retiring and that position will be replaced with a new hire at a lower salary
- the above will be almost a \$25,000 savings

Program 013 - Kindergarten

- in kindergarten last year there were 4 teachers, but with student population we moved one of those teachers this year, leaving 3 kindergarten teachers this year (approximately \$50,000 savings)

Program 022 – Reading

- adding an instructional assistant to help deliver services - \$12,178 (note: the majority of the salary is being covered by Title 1 funds)

Program 079 – Transportation Regular Day

- we are going out for bids for our contract on busing so we added an additional \$25,434 (Note: approximately \$34,000 of the total transportation budget is to offset transportation costs for our students who attend Bristol Aggie)

Program 097 – Program with Others

- the cost of \$157,600 is the same cost as this past year – however the actual cost for FY20 is \$202,910 and that will be placed in a separate line budget to offset partial increases of that cost

The full Regular Day FY20 proposed budget is as follows:

FY18	FY19	FY20 (Proposed)	
\$4,266.745	\$4,337,268	\$4,359,780	Additional Funds of \$22,512 or .052% increase

**Dr. White stated the following for the FY20 Special Education Budget**

Program 100 – Special Needs Administration

- increase of \$9,438 for Responsive Classroom Training

Program 102 – Project Grow

- increase of \$6,917 for contract adjustment (Note: funding for this through the grant has been reduced approximately \$10,000 for next year)

Program 103 – Learning Support Center

- increase of \$184,722 for contract adjustments for teachers and paraprofessionals, adding a teacher (plus transferring a regular ed teacher to this program as well), adding a paraprofessional to assist in the LSC (in order to bring back students to the district who were placed in other programs) – these additions will meet all of the children’s needs.  
(Note: in bringing these students back to the district – we are able to save money in Program 130 (Sped Transportation in the amount of \$3,275) and Program 133 (Programs with Others in the amount of \$47,661).

Dr. White also noted in addition, Circuit Breaker funds are also used to defray the costs in Special Education.

The full Special Education proposed FY20 budget is as follows:

FY18	FY19	FY20 (Proposed)	
\$1,797.459	\$1,918.840	\$2,099.803	Additional Funds of \$180.963 or 9.43% increase

**Grand Total**

FY18	FY19	FY20 (Proposed)	
6,064.205	6,256,108	6,459.584	<b>Additional Funds of \$203,476 or 3.25% increase</b>

Dr. White concluded that discussions have been held with the town for their assistance in our Capital Expenditures, one being around the math program, which would allow us to purchase math curriculum for the next three years.

## **B. Chairperson's Report**

### **Recommendation:**

That the School Committee review and approve the Chairperson's report.  
Chairperson Hartley will provide this report at the next meeting.

## **C. Reading Staff Update**

### **Recommendation:**

That the School Committee hear an update on the reading staff.

Mr. Medeiros stated that he and Mr. West are always looking at the student's needs, population, MCAS data, Teacher Assessment data, etc., and with the assistance of the union allowing a posting both internally and on School Spring at the same time for an additional paraprofessional to join the Reading team, they were able to hire a very qualified in-house paraprofessional who was already trained in many reading interventions. This position was funded through Title 1 funds that Dr. Frangos was able to provide.

Mr. Medeiros stated in hiring an in-house staff member for this position, it left a paraprofessional vacancy, which they were also able to fill through the postings.

Ms. Fernandes asked where/when will "Guided Reading" trainings take place.

Mr. Medeiros stated at this time, they are identifying who has had the training and how long it has been since they were trained. Mr. Medeiros is planning on having an in-house training for Guided Reading, and will update the committee when that will take place.

## **V. New Business**

### **C. Business**

#### **1. Financial Report**

##### **Recommendation:**

That the School Committee review the Financial Report.

Mr. Kitchen reported the budget balance at this time is \$375,838. Mr. Kitchen will be meeting with Mr. Medeiros to go over some of the negative balance lines and prepare budget transfers to get rid of the negative balance lines. At this time, Mr. Kitchen is not concerned about the budget.

There were no questions asked of the school committee members.

### **CHAIRPERSON'S REPORT:**

Chairperson Hartley stated she attended the Mass Municipal Association meeting and attended one of the sessions with the Local Mandate Office in Massachusetts. Ms. Hartley was excited to see their enthusiasm in funding local mandates in helping cities and towns and stated this office funds many pieces in a town, which in turns helps us.

Ms. Hartley stated one of the vendors at this meeting was on solar energy, which talked about ways to augment the school budget and city and town budgets by having solar pieces.

Ms. Hartley has met with Dr. White on a couple of occasions this past month to discuss school issues and plans.

Ms. Hartley concluded that it is terrific receiving every Friday the Administrator's report and be able to look at it through their email. Ms. Hartley noted that it is very information and thanked the Administration for this weekly report.

Dr. White stated the Governor's budget has been set and we should keep an eye on the House and Senate's budget, which will be out in a couple of months, of which it will have an impact on our budget.

Dr. White noted that since Rochester qualifies as a “rural school district”, the work that is being done by the group out in western Massachusetts, we could benefit from the efforts they are setting forth. Dr. White stated this group will be going to the “hill” on February 28<sup>th</sup> to meet, and they possibly will be giving additional funds to rural school districts, which could benefit both Rochester and the District.

Dr. Frangos stated Laurie Santos, a Yale Professor (who grew up in New Bedford) was the keynote speaker at the Professional Development day held on January 18<sup>th</sup>. Dr. Frangos shared with the committee ten “Secrets of Happiness” that Ms. Santos share with our staff:

1. We can control more of our happiness than we think...
2. Our circumstances don’t affect happiness as much as we think...
3. We could become happier, but it requires intention and effort...
4. Our minds are lying to us a lot of the time...
5. The key to happiness is increased with social connection...
6. What really makes you happy is not retaining your money, but give your money away...
7. Take a little time for gratitude every day...
8. Healthy practices – like exercise and good food...
9. Take time to be in the present moment...
10. Become wealthy, but don’t become wealthy with money, but time...

Mr. Nelson reported the following:

The second day of Responsive Classroom took place, which covered Interactive Modeling, Teacher Language and Logical Consequences, and stated the 3<sup>rd</sup> class is scheduled for March 6<sup>th</sup>; Project Grow has been using the new on-line registration and stated that at this time 39 applications have been received (Mr. Nelson is pleased at the outcome of using this on-line feature); and, Mr. Nelson reported the Tiered Focused Monitoring (Coordinated Program Review) informed him that Special Education had zero findings, and Civil Rights had one partial finding, with everything else being in full compliance. Mr. Nelson will have the full report for the committee’s review at the next meeting. Mr. Nelson thanked the Administration and Staff for their assistance in this process.

#### **CENTRAL OFFICE ADMINISTRATOR REPORT:**

##### **PRINCIPAL’S REPORT:**

Mr. Medeiros reported the following:

The annual vocabulary parade will take place on Friday, March 15<sup>th</sup> followed by a social with parents/guardians of grade 3 and 4 participants; on Wednesday, March 6<sup>th</sup> the staff participated in “in school” professional development workshops focusing on Science Unit Development and Planning through ATLAS Rubicon for grades PK-6 led by the science ambassadors; staff attended a full-day Responsive Classroom training, as well as a follow-up training on Handle with Care (the next half-day PD is scheduled for Wednesday, March 6<sup>th</sup> and the focus will be SEL – Integrating into Curriculum Revision); on March 13<sup>th</sup>, Mr. Brogioli, Mr. Coellner and Dr. White will be visiting RMS for the annual Grade 6 parent information night, which will be held in the Media Center; the annual FORM Choral Concert will take place on Tuesday, March 5 and the annual FORM Instrumental Concert will take place on Tuesday, March 12 – both events will be held in the ORRHs gymnasium starting at 6:30pm; incoming Kindergarten registration took place on February 5, as well as today, February 7 – last week 49 families attended the orientation; and, school council will hold its next meeting on Monday, March 4 at 3:45pm.

Mr. Medeiros stated that Sargent’s Camp has traditionally been for grade 5 students, and at this time, he will be sending out an email to current grade 5 families (copying the email to the school committee members), requesting to transition this event to grade 6 students to be in line with their sister schools. Mr. Medeiros stated they want to make it a community building opportunity for grade 6, and will be looking to go in November, 2020. Mr. Medeiros stated it will also give additional time to fund raise for this

trip. Mr. Medeiros indicated they did look at a couple of other programs (down the Cape and in Plymouth), but felt as though the activities and lessons the students take away from Sargent's Camp is life learning.

Mr. Medeiros showed a picture to the committee of the completed "Ostrich" artwork that was done on the outside of the building near the library in the garden.

Mr. West shared with the committee a "Responsive Classroom" student story where he was asked to assist in a classroom because the teacher had to step out. Mr. West was waiting in the doorway and asked the children to go inside to their classroom and the children said, "Mr. West you have to greet all of us, and say good morning to all of us before going in to the classroom." Mr. West thought it was great that the children have a routine, which they are use to doing, and didn't want to interrupt that routine just because their teacher was not there to welcome them in to the classroom.

Chairperson Hartley stated in their packet, there is a report from the Facilities Director, as well as the Food Service Director, and asked the committee if they had any questions regarding either of those reports.

Ms. Rood asked if Ms. Henesey is concerned about the negative account balances at this time and questioned where the January numbers are, since the present meeting is taking place in February. Ms. Rood also questioned the percentage increase on the breakfast counts from FY18 to FY19.

Mr. Kitchen will meet with Ms. Henesey regarding the presented grid, as well as the negative balances and report back to the committee.

Mr. Kitchen explained the federal statement for reimbursement for the month of January had not yet been received within the first week of February; therefore, the information was not available for this meeting on February 7<sup>th</sup>.

Ms. Rood asked if the balance of \$38,445 was "our" balance – Mr. Kitchen responded yes. Ms. Rood asked eventually, if we would be able to start using some of these "positive" funds to meet the capital needs in the food service area.

Mr. Kitchen stated he would look at the "close-out" numbers from last June, and provide information to the committee at a later meeting.

Chairperson Hartley asked if there were any questions regarding the Facilities Report – there were none.

## **VIII. School Committee**

### **B. Committee Reports**

#### **1. Budget Subcommittee**

See information above.

#### **2. ORR District School Committee**

Ms. Rood stated at their meeting the Facilities Committee met again, and in working with the three towns and meeting with all the Town Administrators, as well as the Select Board during this meeting, it was a nice collaboration talking to everyone at once regarding the needs of our schools.

Ms. Rood noted they reviewed the FY20 School Calendar; talked about the curriculum position; there were Program of Studies provisions that were put forward by the high school; and, Student Handbook revisions were discussed.

Ms. Rood stated this past year, with the new technology teacher aboard, the high school will be looking to align the classes even more towards the needs of the students and calling those classes what they actually are.

### **3. SMEC**

Ms. Fernandes stated she did not attend the recent meeting and reported the next meeting is scheduled for April 29, 2019.

### **4. READS**

Dr. White stated the meeting took place on January 31<sup>st</sup> and most of the meeting talked about the building project they are looking to do. Dr. White stated they are slowing everything down. Dr. White stated the proposed project design is approximately \$32 million dollars, which would impact our district as well as others. READS is going to re-visit other options that might be available to improve their current facilities or look at something that is already built. Dr. White stated they are also looking at some different schematic designs to downsize the current project design to see what that would cost.

### **5. Tri-Town Foundation**

Ms. Rounseville stated they met on January 28<sup>th</sup> and they voted to fund \$6,000.00 in grants and noted the applications are on the website and are due by April 12 – the announcements of the grantees will be on May 31, with the funds being available from July 1<sup>st</sup>. The three categories are: 1) Curriculum Enrichment, 2) Faculty Monitored Student Projects, and 3) Professional Development.

Ms. Rounseville stated the maximum for an individual project is \$1,000; maximum for collaborative intra school projects \$2,000; and collaborative inter school/cross curriculum projects is \$3,000.

Ms. Rounseville stated at their next meeting on February 11<sup>th</sup>, representatives from Community Foundation will be attending to answer questions and report on what services they provide to the Tri-Town Foundation, etc.

### **6. Early Childhood Council**

No report.

### **7. Policy Sub-Committee**

No report.

## **IX. Future Business**

### **A. Timeline**

Chairperson Hartley reported:

The next meeting of the Rochester School Committee is Thursday – March 21, 2019 @ 6:30pm and will be held at the Rochester Memorial School – 16 Pine Street, Rochester, MA.

Ms. Hartley stated that two school committee members will be working with Dr. White in the meantime regarding the curriculum position.

The next meeting of the Joint School Committee is Thursday – March 7, 2019 @ 6:30pm and will be held in the Media Room of the ORR Jr. High School – 133 Marion Road, Mattapoisett.

Ms. Hartley thanked the school committee members and administration for their commitment and their many hours of service to the Rochester School District.

### **B. Future Agenda Items**

- Budget Approval (public hearings) (March)
- School Committee Reorganization (May/June – depending on election date)
- School Choice Public Hearing (May)
- Project Based Learning Process (Spring)
- Administrator Contracts (May)
- Approval of new School Council goals (June)

**X. Open Comments**

None

**XI. Information Items**

LIST OF DOCUMENTS USED AT THE MEETING

Meeting Minutes of January 3, 2019

Rochester School Committee Meeting Agenda – February 7, 2019

Principal’s Report – February 7, 2019

School Business Administrator’s Report – February, 2019

Food Service Director Report – February, 2019

Food Service Profit & Loss Statement – February, 2019

Facilities Director Report – February, 2019

Draft ORR Minutes of January 16, 2019

MOTION: by Chairperson Hartley to adjourn the meeting at 7:45pm  
SO MOVED: Ms. Rounseville  
SECONDED: Ms. Rood  
IN FAVOR: All  
OPPOSED: None  
MOTION PASSED

Respectfully Submitted,

Toni M. Bailey, Recording Secretary