

**Westport School Committee
Regular Meeting
DATE: Tuesday, August 20, 2024
TIME: 6:00 p.m.
PLACE: Westport Middle High School Auditorium
400 Old County Road
Westport, MA 02790**

MINUTES

Members Present: Gloria Cabral, Evan Gendreau, Jason Pacheco, Melissa Pacheco, Christopher Thrasher

Also Present: Kevin Aguiar Westport Elementary Principal, Thomas Aubin Superintendent, Stacey Duquette Macomber Principal, Michael Grandfield Assistant Principal Westport Middle High School, Lori Melo Executive Secretary, Michelle Rapoza School Business Manager, 0 Community Participants

I. Call to Order and Pledge of Allegiance - Chair Evan Gendreau opened the Regular School Committee Meeting at 6:02 pm. with a quorum of the members present, followed by the Pledge of Allegiance.

Chair Evan Gendreau announced Under MGL Chapter 30A, section 20(f) – This meeting is being recorded.

II. Comments and Statements from the Public - There were none.

III. Informational Agenda

A. Superintendent Report – Superintendent Aubin reported touring Macomber School with the Principal checking on progress with maintenance and custodial work getting ready for the new school year. Westport Elementary School will be toured at end of the week. Middle High School received better suited cafeteria tables. Mr. Aubin gave credit to the leadership.

Leaders will share changes in the school handbooks.

Next meeting there will be data on Math.

Superintendent Aubin asked if there were any questions? There were none.

Chair Gendreau thanked staff for all their hard work to get schools ready. Police Chief and Fire Chief were recognized for their efforts with emergency calls.

Mr. Aubin recognized staff for organizing the move out of old high school building.

B. WCS Bill Warrant: 8/09/2024 and 8/23/2024 - Chair Gendreau reported bill warrants dated 8/09/2024 in the amount of \$180,934.11 and 8/23/2024 in the amount of \$400,703.56 were emailed to school committee members for review. Any comments or questions can be sent to the Business Office.

Chair Gendreau asked if the committee had any comments or questions on the bill warrants? There were none.

C. Committee Liaison Reports - Mr. Thrasher reported there was a walkthrough of the old high school building with the Long-term Building Committee, Selectboard and some public. Selectboard put together a Request for Proposal (RFP) to move municipal offices into the old high school building.

Mr. Thrasher added there are a significant number of trophies and awards earned by sports teams still remaining in the old building. Would it be possible to have display cases at the middle high school? Mr.

Aubin contacted Diman Regional Vocational High School to build cabinetry, however due to their work schedule they could not do it. He can will reach out again or get a price on cabinetry.

Mr. Thrasher reported he attended a meeting with the Westport Federation of Teachers subcommittee.

Mr. Pacheco reported nothing new to report. The next Cable Advisory Meeting will be September 11, 2024.

Ms. Cabral reported nothing new to report.

Ms. Pacheco reported nothing new to report.

Chair Gendreau reported the Audit Committee will meet in September 2024.

D. OST Program – Jennifer Chaves was unable to attend and will be at the next meeting on September 3. Ms. Rapoza went over enrollment numbers for Breakfast Program K-4, After-School Program K-4 and Pre-K Program and Kindergarten. Today the license was issued. Ms. Chaves is interviewing to get more staffing. The goal is not to have a waitlist.

Ms. Rapoza will provide a breakdown of Out of School Time Program revenue between cash and vouchers.

Chair Gendreau asked if there were any questions? There were none.

IV. Action Agenda

A. Review and Act on SC Meeting Minutes - Wednesday 7/17/24 & Tuesday 7/23/2024 -

A motion was made to approve the SC Meeting Minutes Wednesday 7/17/24 and Tuesday 7/23/2024.

Motion by MPacheco, seconded by Cabral 5/0/0

B. Addendum to Superintendent Contract - Chair Gendreau reported the committee met to discuss terms in Executive Session. An addendum was drafted by legal counsel.

Chair Gendreau asked if there were any comments? There were none.

A motion was made to approve the Addendum to the Superintendent's Contract.

Motion by MPacheco, seconded by Cabral 4/1/0
JPacheco No

C. Review and Act on Continuation of OST Program for Pre-K - Chair Gendreau explained the committee approved this as a pilot program. Ms. Chaves will be at the next meeting to update the committee.

Mr. Thrasher requested confirmation that this program has no effect on the general budget with funds used strictly from a revolving account. Chair Gendreau confirmed this is correct.

A motion was made to continue the Out of School Time Program for Pre-K.

Motion by MPacheco, seconded by Cabral 5/0/0

D. Review and Act on WCS Staff Handbook 2024-2025 School Year - It was noted that changes are highlighted in yellow.

Chair Gendreau asked if there were any questions or comments? There were none.

A motion was made to approve the WCS Staff Handbook 2024-2025 School Year.

Motion by MPacheco, seconded by Cabral 5/0/0

E. Review and Act on MAC, WES and WMHS Handbooks for 24/25 School Year – Chair Gendreau reported the school building administrators are here to highlight any changes.

Ms. Duquette Macomber Principal began by reporting they extended pre-school hours to 2:45 pm. and have more enrollment than ever before. Pre-School can come 5 days. Family School Compact highlighting school and family responsibilities was added.

Chair Gendreau asked if there were any questions or comments?

Ms. Pacheco asked if the Family School Compact is new? Ms. Duquette explained it used to be a separate document and now is included in the handbook. Ms. Pacheco mentioned not all parents can volunteer and requested to make an adjustment for parent volunteering.

A motion was made to approve the Macomber School Student and Family Handbook 2024-2025 with adjustments to volunteering.

Motion by MPacheco, seconded by Cabral

5/0/0

Mr. Aguiar Westport Elementary School Principal reported there are a few changes. The Student Council met and recommended no major changes. Changes include adjustment to drop off pick up times (school starts 8:30 am. - 3:00 pm.), assigned bus seats, payment for damage to computers, food free birthday celebrations, adopted language in the emergency health form for parents and added Family School Compact.

Discussion took place on how assigned seating on buses will work. Mr. Aguiar shared this alleviates problems and is being pro-active. This will be implemented on the first week of school.

Ms. Rapoza shared having assigned bus seats has helped with issues in the past.

Mr. Thrasher shared he has an enforcement concern. Mr. Aguiar assured they work closely together with Ms. Rapoza and the bus company to maintain consistency. Mr. Aguiar explained there is an expectations sheet for the bus drivers and he will provide a quarterly update to the committee on how it is working.

Ms. Pacheco asked if the food free policy is a Massachusetts Association of School Committee's MASC policy? She would like to look at this closer for different options. Is there a way to do certain things safely? Ms. Rapoza will look at the MASC policy. Ms. Duquette explained they do Party in a Bag that lets parents provide a snack.

Ms. Pacheco shared that she sees detailed and lengthy wording on discipline and would like to move forward with less.

Mr. Thrasher asked if there is a way to amend handbook policies in the future? Superintendent Aubin confirmed there can be changes and policies can be amended.

Mr. Thrasher requested to review handbooks earlier next time in order to have deeper conversations. Superintendent Aubin will make sure going forward the committee gets the handbooks earlier.

Mr. Aguiar offered to create suspension data which is low.

A motion was made to approve the Westport Elementary School Student and Family Handbook 2024-2025 School Year taking out under student conduct the line engaging in immoral conduct not in conformity...and updating volunteering.

Motion by MPacheco, seconded by Cabral

5/0/0

Mr. Grandfield Assistant Principal Westport Middle High School reported on the changes to the Westport Middle High School Student/Parent/Guardian Handbook. The middle and high school handbooks were condensed. Lunch is 25 minutes decreased from 30 minutes, passing periods are 3 minutes decreased from 5 minutes, adjusted time students need to be in school before 9 am to participate in extra-curricular activities and before 10:30 am. not to be counted as absent, adopted E-Hall pass, aligned code of

conduct to be more inclusive with Department of Elementary and Secondary Education (DESE) restorative justice opportunities and added Family School Compact.

Mr. Thrasher asked if teachers are buying in to E-Hall pass? Mr. Grandfield reported teachers participated in a workshop and he can provide the committee with a quarterly report on how this is doing.

A motion was made to approve the Westport Middle High School Student/Parent/Guardian Handbook 2024-2025 School Year.

Motion by MPacheco, seconded by Cabral 5/0/0

V. Routine Matters - Correspondence and Notices- There were none.

VI. Topics the Chair could not Reasonably Anticipate Forty-eight (48) Hours in Advance of the Meeting - There were none.

VII. Adjourn - A motion was made to adjourn. With members being present and voting individually and unanimously, the motion passes.

Motion by MPacheco, seconded by Cabral 5/0/0

Roll call vote:

Cabral Yes Gendreau Yes JPacheco Yes MPacheco Yes Thrasher Yes

The School Committee Meeting adjourned at 7:35 p.m.

Meeting Documents

- WCS Bill Warrants: 8/09/2024 and 8/23/2024
- Westport Community Schools Out of School Time Program 2023-2024 and 2024-2025
- Contract of Employment Between Thomas Aubin and the Westport Community Schools Addendum
- Westport Community Schools Staff Handbook 2024-2025 School Year
- Westport Elementary School Student and Family Handbook 2024-2025 School Year
- Alice A. Macomber School Student and Family Handbook 2024-2025 School Year
- Westport Middle High School Student/Parent/Guardian Handbook 2024-2025 School Year

Submitted by Sharon Pinho School Committee Recording Secretary