Westport School Committee
Regular Meeting
DATE: Thursday, May 15, 2025
TIME: 6:30 p.m.
PLACE: WMHS – 2nd Floor Conference Room

MINUTES

Members Present: Evan Gendreau, Fred Melnyk, Jason Pacheco, Caitlin Sampers, Christopher Thrasher
Also Present: Jack Keane Student Representative, Ryan Keane Student Representative, Kristin McDaniel Human Resources Director, Lori Melo Executive Secretary, Wendy Miranda Special Education Coordinator, Michelle Rapoza School Business Manager, Nancy Tavares Special Education Coordinator, 0 Community Participants

I. Call to Order and Pledge of Allegiance - Chair Christopher Thrasher opened the Regular School Committee Meeting at 7:04 pm. with a quorum of the members present, followed by the Pledge of Allegiance.

Chair Christopher Thrasher 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. Student Representatives – Ryan & John (Jack) Keane

Ryan Keane reported the following: Friday May 16 is the halfway point for term 4 progress reports will be on the portal by May 21, no school Monday May 26 in observance of Memorial Day, MCAS testing for grades 7 and 8 took place May 12 and 13 for Math and grades 5 and 8 took Science on May 15 and 16, grade 8 Civics will be May 29, May 22 will be Junior National Honor Society Induction Ceremony, middle school Spring Band and Chorus concerts are next week, 8th grade Dinner Dance will be May 30, June 2 will be Field Day, 8th graders Washington D.C. trip runs from June 10 -13, middle school Student Council collected books and made bookmarks to create summer reading book bags for WES 1st graders delivery will be May 22, Athletic Awards Night will take place on May 27, boy's middle school Baseball and girl's 8th grade Softball season will end May 28.

John Jack Keane reported the following: MCAS testing for grade 10 will be May 20 and 21 for Math, grade 9 for Biology will be June 4 and 5, Advanced Placement testing in various subjects will finish up this week, Art Show will take place May 22, National College Decision Day was May 1 congratulations to all seniors who committed to a college, university, technical school, a trade, military, or other career pathways, Senior Class went to Six Flags last Friday, Junior and Senior Prom is May 17, Senior final exams will take place May 20, May 21, May 22, May 23 will be make-ups and last day of school for Seniors, Academic Awards and Scholarship Night will be May 29, May 30 will be a Senior Breakfast and mandatory graduation rehearsal, May 31 is Senior Graduation, sports scores were given for boys' varsity baseball, softball team, boy's Lacrosse, girl's and boys' varsity tennis.

John Jack Keane mentioned this is his last report of high school news since he will be graduating and moving onto college. The committee thanked Mr. Keane as well as his brother for sharing all the great events happening in the district and expressed their gratitude for a job well done by both.

B. Superintendent Report – Mr. Aubin was not in attendance.
Ms. Rapoza reported the phone system went down 2 Fridays in a row. The vendor is sending a new controller. There are 2 tech people on site coming in at 6 a.m. and at night to make sure the phones are in operating order. The Technology Director has been in direct communication with them.

Chair Thrasher requested for this item to be placed on the agenda for next meeting.

C. Committee Liaison Reports - Chair Thrasher reported the Long-Term Building Committee Meeting will take place at the old high school within the next few weeks with architects.

Mr. Pacheco and Mr. Gendreau have nothing new to report.

Mr. Gendreau verified that School Committee members have been approved to join their respective town committee appointments and can be sworn in.

D. Staff and Student Attendance Reports - Chair Thrasher reported frequency of these reports are now bi-monthly. It was noted that absences for assistants at Macomber School went below 80%. Ms. McDaniel can look at the data from May 5 - May 9, 2025.

E. WCS Bill Warrant: 5/2/25 & 5/16/25 - Chair Thrasher reported bill warrant dated 5/2/25 in the amount of $300,874.96 and bill warrant dated 5/16/25 in the amount of $270,433.27 was emailed to school committee members for review.

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

F. FY26 Budget Update - Chair Thrasher reported at town meeting on May 6, 2025 after an amendment for the Finance Committee to add $80,000 of unallocated free cash, the FY26 school budget was supported for a total of $23,734,943. As long as nothing changes this will fully fund the school's operating expenses with a level service budget.

Items from the Capital improvement Planning Committee (CIPC) funds were Elementary School generators, and Special Education stabilization fund to offset expenses.

All parties involved were recognized for their efforts.

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

G. AFSCME Cook MOA - Ms. Rapoza explained this Memorandum of Agreement MOA was established to make meals more consistent. By having one cook, this will improve efficiency and food quality for the 600 - 700 meals served per day. This position will make $2.00 more per hour and does not impact the school budget with funds coming from the revolving account. No further action is needed. The MOA is signed and parties have agreed to it.

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

H. LightSpeed Update – Mr. Tomah was not present. Item passed over and will be re-visited.

I. Proposed DESE Career Technical Education Admission Regulation - Mr. Gendreau explained even though Westport is not a vocational school he wanted to place this on the committees' radar. Amendments are being proposed relating to changes in admissions practices. Comments can be viewed on the DESE website with an invitation for public comment on May 20, 2025.

Chair Thrasher recommends to have a motion for a resolution to pose these regulatory changes.

A motion was made to make a resolution by Mr. Melnyk.

Mr. Gendreau clarified this was placed on the agenda for informational purposes only.

Mr. Melnyk withdrew the motion.

Chair Thrasher asked if there were any further comments on the topic? There were none.

J. Superintendent Contract Update - Chair Thrasher reported a potential contract was discussed and proposed to the finalist candidate and is now in process.

K. Special Education Job Descriptions - Ms. Rapoza gave an overview of the Special Education structure. Years back there was a Special Education Director and facilitators. This was changed to having 2 Special Education Coordinators with split roles divided by grades Pre-K-4 and grades 5-12. The district ran into problems with little time to meet on budgeting, circuit breaker, no meeting times to discuss staffing and evaluations. A decision was made to go back to the previous model of having a Special Education Director.

Chair Thrasher verified the committee has seen the job descriptions.

IV. Action Agenda

A. Review and Act on Special Education Job Descriptions - *(taken out of order)*

A motion was made to approve the Director of Special Education and Assistant Director of Special Education job descriptions.

Motion by Pacheco, seconded by Sampers 5/0/0

III. Informational Agenda *(continued)*

L. Special Education Director Contract - Chair Thrasher informed the committee the School Committee has purview over the contracts for the School Business Manager, Special Education Director and Superintendent. A contract for Special Education Director has been discussed.

IV. Action Agenda

A. Review and Act on Special Education Job Descriptions - Done above.

B. Review and Act on SC Meeting Minutes: Tuesday, April 15, 2025; Wednesday, April 30, 2025; Budget Work Session, Wednesday, April 30, 2025 & Search Subcommittee Meeting, Monday, March 31, 2025 -

Chair Thrasher requested to pass over approve of the Special Meeting Minutes for 4/30/25 at this time.

A motion was made to approve the Search Subcommittee Meeting Monday, March 31, 2025.

Motion by Pacheco, seconded by Thrasher 5/0/0

A motion was made to approve SC Meeting Minutes for Tuesday, April 15, 2025 and Wednesday, April 30, 2025 for Budget Work Session.

Motion by Pacheco, seconded by Sampers 5/0/0

C. Review and Act on Last Day of School - There was no exemption made as requested by the superintendent. There will be a change to the last day of school for Westport Elementary School to Monday June 23, 2025. The district will need to incur additional expenses due to this extension.

A motion was made to approve the last day of school for Westport Elementary School students and staff and also have it be an early release day.

Motion by Pacheco, seconded by Sampers 5/0/0

D. Acknowledgement of WEF Grant $1500 – WMHS Veteran Story Telling Project - See next item.

E. Acknowledgment of Mass Cultural Council Grant $5000 – Art Show

A motion was made to approve both grants WEF Grant $1500 WMHS Veteran Story Telling Project and Mass Cultural Council Grant $5000 Art Show.

Motion by Pacheco, seconded by Sampers 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 Sampers, seconded by Pacheco 5/0/0

Roll call vote:

Gendreau	Yes	Melnyk	Yes	Pacheco	Yes	Sampers	Yes	Thrasher	Yes

The School Committee Meeting adjourned at 7:44 p.m.

Meeting Documents

WCS Bill Warrant: 5/2/25 & 5/16/25
Student Attendance Reports by School
Staff Attendance Reports
FY26 Final Budget
AFSCME Cook MOA
Food Service Staff/ Cook Job Description
DESE Career Technical Education Admission Regulation dated March 7, 2025
Change in Last Day of School Memo dated May 15, 2025

Submitted by Sharon Pinho School Committee Recording Secretary