

WEBSTER PUBLIC SCHOOLS
WEBSTER SCHOOL COMMITTEE
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, July 28, 2015

Date: July 28, 2015

Time: 7:00 PM

Location: School Committee Meeting Room

The meeting was called to order by

- o Chairman Collins

The following Committee Members were present:

- o Member Hurton
- o Member Gorski-Strong
- o Member Makara

The following Committee Members were absent:

- o Member Chenevert

The following Committee Members participated via Remote Participation

I. Call to Order: Approval of June 23, 2015 Minutes:

Motion: To approve the June 23 2015 Minutes

The motion was made by Member Makara

The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

3 members having voted in the affirmative
 members having voted in the negative
1 members having abstained (Hurton)

The motion: X passed
 Failed

Approval of July 1, 2015 Minutes:

Motion: To approve the July 1, 2015 Minutes

The motion was made by Member Hurton

The motion was seconded by Member Makara

The following roll call vote was taken:

3 members having voted in the affirmative
 members having voted in the negative
1 members having abstained (Gorski-Strong)

The motion: X passed
 Failed

II. Superintendent's Report

A. Assistant to the Superintendent for Business' Report

1. Update on School Building Project

* View from the upper level looks like the project is complete, we will be at substantial completion by the start of school.

* Project continues to be within budget

(2) Update on District Renovation Project

* BayPath on summer break ~ no work being done at this time.

The Webster Middle School Renovation Project is going along. There was a plumbing problem that was costly to repair, the rest of the project will be closely monitored.

Summer programs end this week allowing for necessary moves to be made in the district. Moving Grades 7 & 8 will begin 8/11/2015. After that teachers will be able to come and work on their classrooms

B. District Wide Reports / Correspondence

1. Personnel Update

Dr. Malkas stated this with the challenges of getting an approved budget late, in addition to retirement and resignations there are a lot of changes. It appears we have many job openings based on postings, but that is not the case. She reviewed each school (list included in the packet). Paraprofessionals are being recalled, but without the Kindergarten Grant we have lost funding for three of those positions. Hope to ultimately recall 8 based on seniority. Our goal is to keep people within the district in different positions.

III. Old Business

A. Superintendent's Evaluation

Chairman Collins outlined the process for the Superintendent Evaluation. Each member gave their performance ratings for each standard / goal. After all the goals were rated by each member the discussion continued with members giving their reflection of the process. The evaluation documents are public record and will be compiled and reported to DESE..

Dr. Malkas thanked the School Committee members for their support and recognized the commitment to work in the district.

B. Policy JH – Attendance – Second Reading

With respect to the district strategic plan, a district attendance committee met to develop a district policy for student attendance. At the last School Committee meeting there was a request to make two changes. Those were outlined and accepted.

- Page 2 – Student absence notification program (1st paragraph)
- Page 2 – Dropout prevention (1st paragraph)

This is the second of three readings.

C. Policy JLCD – Administering Medicines to Students – Second Reading

The current district policy regarding the administration of medicine to students have been revised by the school nurses. At the last School Committee meeting there was a request to add clarification. The 8th line “is permitted only **after**

This is the second of three readings.

D. FY16 Budget Update

Mr. Avlas stated that the Governor has reviewed and vetoed the budget. There is a slight increase in Chapter 70 funds. The School Choice funding has dropped since the students choosing to attend out of the district. Ultimately we wait until all the scenarios are worked out. Title 1 funding had a significant increase with a change in the formula now being used. Previously used free/reduced figures now using the poverty census. Giving us almost \$300,000 more. Further explanation of the Title 1 funding and how it will be allocated within each building was given. There is a plan to use some of the funds toward family engagement, supplementing the academic support.

IV. New Business

A. Approval of Memorandum of Agreement for Webster Middle School Art Paraprofessional

Dr. Malkas explained that the original budget had an additional art teacher at Webster Middle School. That position was cut, in order to provide art classes for the additional grades, The Webster Instructional Assistant Association and the Webster Educator's Association agreed to this MOA for the position of Webster Middle School Art Teacher to be filled by an instructional assistant for the next school year

Motion: To approve the Memorandum of Agreement between the Webster Educator's Association for Webster Middle School Art Paraprofessional for 2015-2016 to exit the bargaining unit

The motion was made by Member Hurton

The motion was seconded by Member Makara

The following roll call vote was taken:

 4 members having voted in the affirmative
 members having voted in the negative
 members having abstained (Gorski-Strong)

The motion: X passed
 Failed

Motion: To approve the Memorandum of Agreement between the Webster Instructional Assistant Association for Webster Middle School Art Paraprofessional allowing to enter for the calendar year 2015-2016

The motion was made by Member Makara

The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

 4 members having voted in the affirmative
 members having voted in the negative
 members having abstained (Gorski-Strong)

The motion: X passed
 Failed

B. Approval of Memorandum of Agreement for Park Avenue Elementary Library Paraprofessional

The position of Librarian / Media Specialist would normally be held in the WEA bargaining unit, this MOA last year and we are requesting a renewal for this year.

Motion: To approve the Memorandum of Agreement between the Webster Educators Association for the Library position for to exit for the 2015-2016 school year

The motion was made by Member Hurton

The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

 4 members having voted in the affirmative
 members having voted in the negative
 members having abstained (Gorski-Strong)

The motion: passed
 Failed

Motion: To approve the Memorandum of Agreement between the Webster Instructional Assistant for the Library position for 2015-2016 school year allowing to enter for the calendar year 2015-2016

The motion was made by Member Makara

The motion was seconded by Member Hurton

The following roll call vote was taken:

members having voted in the affirmative
 members having voted in the negative
 members having abstained (Gorski-Strong)

The motion: passed
 Failed

C. Approval of change in title for the contract of Dr. Andrew Kelley

Dr. Malkas stated that Dr. Kelley's contract is up for review this year. The DESE requires a Supervisor/ Director in a Core Subject area licensure for this position. Despite the fact that he has his doctorate, he would need to go back to graduate school for his history license. Dr. Kelley has obtained a Superintendent license and has been services in the role as Assistant Superintendent. This approve will have the district be in compliance and have Dr. Kelley be highly qualified.

Motion: To approve the change in title for Dr. Kelley's contact to Assistant Superintendent for Curriculum and Instruction.

The motion was made by Member Gorski-Strong

The motion was seconded by Member Makara

The following roll call vote was taken:

4 members having voted in the affirmative
 members having voted in the negative
 members having abstained

The motion: passed
 Failed

D. Approval of out of district tuition

Webster Public Schools had entered into an agreement with Millbury Public School for tuition last year for a student. Since Millbury does not participate in School Choice we pay the tuition which is equal to the per pupil cost of \$13,832.30. Legal council has recommended that we continue this practice for the 2015-2016 school year. Funds will come from the school choice account.

Motion: To approve the tuition agreement with Millbury Public Schools for school choice.

The motion was made by Member Hurton

The motion was seconded by Member Makara

The following roll call vote was taken:

4 members having voted in the affirmative
 members having voted in the negative
 members having abstained

The motion: X passed
 Failed

E. Approval of out of state field trip – PASS Summer Program – Mystic Aquarium, Mystic CT.

Dr. Malkas stated that since the PASS Program did not start until school let out, the schedule of events had not been set yet. This evening since the trip has already occurred it is for informational purposes only, as designee to the School Committee it was approved by Dr. Malkas

Discussion over if a vote had to be taken since the event had passed and it was decided that having Dr. Malkas approve as the designee was enough and this was informational only.

F. Approval of out of state field trip – PASS Summer Program – NE Air Museum, Windsor Locks, CT

This trip occurred on July 17, 2015, as stated above Dr. Malkas approved.

G. Approval of Substitute Handbook

Dr. Malkas reviewed changes to the Substitute Handbook. Mr. Avlas offered information to page 6 amendment on the second solid bullet, eliminating Administrative Assistants, add new line for those substitutes to receive \$10 /hr with no benefits. This is due to the number of hours they work. There was clarification over the custodian sub rate

Motion: To approve the Substitute Handbook with the amendment on page 6 of 9 removing Administrative Assistants from the second solid bullet and adding a bullet “The hourly substitute rate for Administrative Assistant is \$10.00 per hour with no benefits and removing the word “first” from the hourly substitute custodial rate.

The motion was made by Member Hurton
The motion was seconded by Member Makara

The following roll call vote was taken:

 4 members having voted in the affirmative
 members having voted in the negative
 members having abstained

The motion: X passed
 Failed

H. Approval of Employee Handbook

Dr. Malkas reviewed the changes in the Employee Handbook – outline of the 5 changes included in packet

Motion: To approve the 2015-2016 Employee Handbook

The motion was made by Member Gorski-Strong
The motion was seconded by Member Makara

The following roll call vote was taken:

 3 members having voted in the affirmative
 members having voted in the negative
 1 members having abstained (Hurton)

The motion: X passed
 Failed

I. Approval of Bartlett High School Student Handbook

Mr. Knowlton reviewed the revisions to the 2015-2016 Student Handbook. In the entire book reference to Jr. Sr. High was removed and Bartlett High School is now titled. An outline of highlighted changes was given (included in the packet). There has been an elimination of the in-school suspension and is being replaced with "Alternative Discipline Program", page 17. On page 32 the addition of "Senior Privilege" has been added. Due to additional study halls if seniors have study first or last period they are allowed to come in late or leave early. Using this as an incentive for the seniors. Dropout Prevention has been added to page 29, this is mandated to be included in the handbook

Member Hurton questioned the student absences from school related trips. This was brought to the School Committee this year, he thought this would be removed. Mr. Knowlton explained conversations he's had with the athletic director and coaches. Attempting to balance commitment to the team and choosing not to go on trips. Dr. Malkas stated the situation this year was unusual because there were so many games to be made up in the spring season due to extreme weather. Member Gorski-Strong felt that if we have another winter we could consider the circumstances like we did this year. Clarification was given to the penalties for having electronic devices.

Motion: To approve the 2015-2016 Bartlett High School Student Handbook

The motion was made by Member Hurton
The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

4 members having voted in the affirmative
__ members having voted in the negative
__ members having abstained

The motion: X passed
_____ Failed

J. Discussion on Community Eligibility Program

Mr. Avlas updated the Committee on how the DESE determines low income status under the Community Eligibility Provision. This program is an innovative provision that allows high need schools to serve free meals to all students while alleviating the administrative burden to collect paper applications. Community eligibility allows for a healthier student body and a healthier student meal budget. CEP is a federal program, to qualify the district must have at least 40% of their students participate. A review of the process and calculation process was given (power point presentation included) At this time it is financially better using current paper process. Mr. Avlas is recommending that until a new formula is devised that we use the same process.

VII. Review / Transfer / Signing of Bills, Payrolls and Vouchers: Committee reviewed and signed bills and vouchers.

Motion: Move to adjourn the meeting at 9:05 PM

The motion was made by Member Hurton
The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

4 members having voted in the affirmative
__ members having voted in the negative
__ members having abstained

The motion: X passed
_____ Failed

Respectfully Submitted,

Lori Glennon

Documents used during this meeting include:

❖ June 23, 2015 Minutes

- ❖ July 28 Minutes
- ❖ DESE End of Cycle Evaluation – Superintendent (one from each member)
- ❖ Policy JH
- ❖ Policy JLCD
- ❖ Memorandum of Agreement for the WEA / Instructional Assistant – Art position at WMS
- ❖ Memorandum of Agreement for the WEA / Instructional Assistant – Library position at PAE
- ❖ Field Trip Request – Pass Program to Mystic Aquarium, Mystic CT
- ❖ Field Trip Request – Pass Program to NE Air Museum, Windsor Locks, CT
- ❖ Substitute Handbook
- ❖ Employee Handbook
- ❖ Bartlett High School Handbook
- ❖ Community Eligibility Provision power point presentation