

Plainville School Committee Meeting
September 13, 2016
Regular Session

CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 6:04 p.m. in the Wood School Learning Commons. Also present were Linn Caprarella, Javed Iqbal, Charlene McEntee and Superintendent Raiche. Maggie Clarke arrived at 6:10 p.m.

APPROVAL OF MINUTES

MOTION by Charlene McEntee, seconded by Javed Iqbal to approve the June 28, 2016 School Committee Goal Meeting minutes. So voted.

MOTION by Charlene McEntee, seconded by Javed Iqbal to approve the June 28, 2016 Regular Session minutes. So voted.

MOTION by Linn Caprarella, seconded by Javed Iqbal to approve and hold the June 28, 2016 Executive Session minutes. So voted.

SHOWCASE

None.

COMMENTS BY CITIZENS AND FACULTY

- Jeanine Fountain, an instructional paraprofessional in the Education Support Professional's union, read a statement concerning an agenda item on tonight's meeting--agenda item f. under New Business, Instructional Paraprofessional Job Description. She indicated that the vote for the job description was a change to the section in the job description under Evaluation where it states that the Building Principal evaluates the instructional paraprofessional. Her statement gave reasons why this should not change to include the Administrator of Special Education, such as lack of consistency.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

None.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

- King Philip School Committee-Mrs. McEntee

Mrs. McEntee reported that King Philip School Committee met last Tuesday at which time the superintendent's goals, the FY17 budget, and school committee goals were discussed. She said that the King Philip School Committee had met previously to discuss their goals and she outlined the format they used to create said goals. They also have formed a Community Engagement subcommittee.

- Negotiations Subcommittee-Mrs. Caprarella, Mrs. Clarke

Mrs. Caprarella reported that the Negotiations Subcommittee will meet in Executive Session at tonight's meeting.

- Budget Subcommittee-Mrs. McEntee, Mrs. Abrams
Nothing.

- Communications Subcommittee-Mrs. Abrams, Mr. Ikbal
Mr. Ikbal reported that the Subcommittee met this evening at 5 pm to review the video taping of school committee meetings; there is still a "glitch" and he and Mrs. Whitaker will continue to work on the problem.

- Town Building Committee-Mrs. Clarke
Mrs. Clarke reported that the Board of Selectmen has hired a design company, Kaestle Boos Architects, which will work on the safety building, and Turowski2 Architecture, Inc., which will be working in conjunction with Kaestle Boos on the town hall building.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

- Resignations

The following resignations have been received:

- Beth Watson, .9 Instructional Paraprofessional at Jackson School
- Marielle Domanko-Pugh, Instructional Paraprofessional in the TLC classroom
- Jeffrey Caparell, Custodian
- Jessica Cady, Food Service Worker at Jackson School 2 hours/day

- Appointments

The following appointments were made:

- Charles Sherwin, .6 Instrumental Music Teacher at Wood School
- Stephenie Benedetti, Instructional Paraprofessional at Jackson School
- Martha O'Neill, Instructional Paraprofessional at Jackson School
- Nadia Sweeney, Instructional Paraprofessional at Wood School
- Lisa Ferrigno, Nurse at Jackson School (.2 FTE); Mrs. Ferrigno will work on Wednesdays of each week as a long-term substitute nurse
- Nurys Keane, Spanish Teacher
- Alison Gordon, Instructional Paraprofessional at Jackson School
- Jennessa Seaman, .9 Instructional Paraprofessional at Jackson School
- Daniela Guarino, Instructional Paraprofessional at Wood School
- Carmen Morales, Food Service Worker at Jackson School 2 hours/day

- Leave of Absence

- Maureen Larochelle (will take a .2 FTE leave of her full time Nurse Position for the 2016/2017 year only). She will be working .8 FTE (Mondays, Tuesday, Thursdays, and Fridays)

In addition, Nadia Sweeney, who had been hired as an instructional paraprofessional in August, was transferred to the position of long-term substitute teacher in grade 4, while Jessica Vine is on

her maternity leave. Neelima Marthineni has been hired as a long-term substitute instructional paraprofessional to cover Nadia's position.

Two positions are vacant: Digital Learning Specialist and Custodian.

SUPERINTENDENT'S REPORT

- **Individual Contracts in FY17**

New contracts were accepted by Felipe Silva, Instructional Technology Technician (1-year) and Caron Ketchum, School Business Administrator (2-year). Contract amendments were accepted by Gale Clark, Business/Services Clerk, Edward Clarke, Administrator of Special Education and Support Services and Philomina Hosdurg, Data Support Specialist. FY17 salaries were set, in accordance with their respective contract terms, for Kate Campbell, Principal, Anna Ware Jackson School, David Raiche, Superintendent of Schools, Susan Rieger, Administrative Assistant to the Superintendent of Schools, Robin Roberts-Pratt, Principal, Beatrice H. Wood School and Stephanie Whitaker, Technology Systems Administrator.

Mrs. McEntee asked that these documents be posted online since they are public documents.

- **Opening Day Information mailed to staff on August 12, 2016**

Superintendent Raiche shared the documents that were mailed to staff on August 12th—a welcome back letter, an acknowledgement of policies form, and the procedure for calling in an absence. In addition, each staff member received an individualized annual salary/benefits letter.

- **New Staff Orientation Held on August 17, 2016**

Superintendent Raiche shared the agenda that was used for the new employee orientation on August 17th. Eleven new staff were invited.

- **School-Family Community Clarity**

There was some concern about the sending out of school supply lists this past June. The school committee wants parents to know that they do not have to supply their child(ren) with school supplies as these items are budgeted in the school budget. There may be some miscommunication as some parents received a supply list. Superintendent Raiche will work with the Principals to ensure that school supply lists requesting that students purchase supplies will not go home with students; however, if a parent wants to purchase their own supplies for their child, or donate supplies to the class, they are permitted to do so.

- **Personnel Update**

Superintendent Raiche shared documents with the Committee on the number of resignations and retirements over the past three years as well as information on the educational degrees of our teaching staff over the past two years and experiential background of teaching staff over the past two years. Mrs. Clarke stated that she feels this is good information.

- **Staff Evaluations**

Superintendent Raiche shared a document which showed the number of staff evaluated at the end of 2016. 131 evaluations were completed.

OLD BUSINESS

- Wellness Policy (Vote Required)

MOTION by Maggie Clarke seconded by Javed Iqbal to approved the Wellness Policy as presented. So voted.

NEW BUSINESS

- Food Service End of Year Report (2015/2016)

Mrs. White, Food Service Director, and her administrative assistant, Maura Crowley, shared a power point presentation about the food service program during the 2015/2016 school year. They highlighted 3 goals from the 2015/16 school year:

- Increase participation in the school lunch program
- Increase participation in the school breakfast program and
- Provide staff training

The participation rate in the lunch program has gone up by 4% (58% to 62%) and the strategies used to increase participation such as holding a menu writing contest for 4th grade students, having the Jackson School Student Council members serve lunch weekly and having students in kindergarten receive a free lunch in September were said to be some of the reasons. It was also noted that as the price for school lunch goes up (\$2.00 in 2012/13, with 63% participation and \$2.25 in 2014/15 with 58% participation) it is more difficult to increase participation.

The participation rate in the breakfast program has increased from 7% to 11%. Some of the reasons noted for an increase in participation included the *Walk to School* days because they increase awareness of breakfast since all students receive a free breakfast on those days, the introduction of smoothies, coupons and free breakfast food given out at Wood School and parents being invited to breakfast at Wood School.

The food service staff has taken part in professional development training such as Choking Saving Training, two afterschool trainings in meal patterns for lunch and food safety, and first aid training.

The Food Service Department also completed and passed an audit/review from DESE.

The Committee thanked Mrs. White and Mrs. Crowley for their report and the good work going on in the food service department.

- Food Service Profit/Loss Statement and Participation Rates through June 2016
Documents were reviewed on the status of the profit/loss statement for the 2015/2016 year as well as a monthly breakdown of participation rates.

- School Committee Reorganization Listing
 - Appointment of Truancy Officer

MOTION by Linn Caprarella seconded by Javed Iqbal to approve the appointment of Scott

Gallerani as the Truancy Officer. So voted.

- Baystate Textiles (Vote Required)

The Committee reviewed a memo from Caron Ketchum, School Business Administrator, requesting approval to accept \$82.50 and that there is a total of \$1,200.75 in the Baystate Textiles account (including the \$82.50). This money is to be used to reimburse expenses for district technology purchases.

MOTION by Charlene McEntee seconded by Maggie Clarke to accept \$82.50 for the Plainville district, said money to be utilized to reimburse expenses for district technology purchases. So voted.

- FY2016 Funds Returned to Town (Vote Required)

MOTION by Charlene McEntee seconded by Linn Caprarella to approve the return of \$1,061.20 to the town of Plainville's general fund from allocated fiscal year 2016 funds. So voted.

- Transportation Bid (Vote Required)

Superintendent Raiche reviewed the transportation bid process and discussed the contents of the contract. W.T. Holmes Transportation Company was the only company to respond to the bid. Superintendent Raiche said that in two years the transportation contracts for all four King Philip districts will end, and he is hoping that with all four districts looking to renew their transportation contract, it will help with the process and fairness of the contracts among the four districts (Plainville, Norfolk, Wrentham, and King Philip).

MOTION by Charlene McEntee seconded by Linn Caprarella to approve the school transportation bid to W.T. Holmes Transportation Company, for a two-year contract (2016/2017 and 2017/2018). The yearly price for 2016/17 is \$378,000 and for 2017/18 it is \$390,960. So voted.

- Instructional Paraprofessional Job Description (Vote Required)

Superintendent Raiche recommended the Committee approve a revision of the instructional paraprofessional job description in the evaluation section since Mr. Clarke, Administrator of Special Education and Support Services evaluates instructional paraprofessionals. Currently, the job description states, "Annually by Building Principal with input from teachers." He is proposing the language to say, "Annually by Building Principal or Administrator of Special Education and Support Services with input from teachers."

The Committee discussed the proposed change and after a lengthy discussion on the pros and cons of having more than one administrator evaluate instructional paraprofessionals (Building Principal and/or Administrator of Special Education and Support Services) decided to table this item for a vote at the September 27, 2016 school committee meeting citing the need to ensure the language in the job description matches the language in the Education Support Professional Contract, September 1, 2014 – August 31, 2017, Appendix B – Evaluation.

- Special Education Department Secretary, Job Description and Wood School Receptionist/Security Assistant Job Description (Vote Required)
Superintendent Raiche presented revised job descriptions for the Special Education Department Secretary and Wood School Receptionist/Security Assistant.

MOTION by Linn Caprarella seconded by Maggie Clarke to approve the Special Education Department Secretary and Wood School Receptionist/Security Assistant job descriptions as presented. So voted.

- Discussion: Charter School Question

Mrs. Abrams shared a document dated March 31, 2016 from the Senate (Release of Charter School Reform Legislation), and she also provided a document from the MTA which states that “Public school district losses to charters jump to \$450 million.” Mrs. Abrams led a discussion on the question of charter schools and the ballot question which voters will be facing soon on whether to lift the cap on charter schools. After some discussion Mrs. Abrams asked that the other Committee members read the articles previously mentioned, and be prepared to have a discussion at the September 27, 2016 school committee meeting on this issue. It was suggested that the Committee invite teachers to the meeting to provide input on their opinion, as well as invite parents whose children attend a charter school. Mrs. Abrams would like the Committee to have a prepared statement on their stance with regard to question #2 on the ballot.

- School Committee Goals

Mrs. Abrams said she would like to finalize the school committee goals by the end of September. It was suggested by her that a 3-hour meeting be held soon, and that reviewed the King Philip School Committee goals format and liked their format. Mrs. McEntee asked if they could start the September 27th meeting early and discuss their goals at that time. Mrs. Abrams will send out an email to all Committee members and hopes to finalize a date and time to review the school committee goals for the 2016/2017 year. In addition, Mrs. Abrams asked that the other Committee members read the book, *The Art of School Boarding*.

The Committee discussed the MASC delegate to the annual MASC conference this November, and it was tentatively determined that Mr. Ikbal would most likely be the delegate and Mrs. McEntee would be the alternative delegate to attend the annual meeting at the MASC conference in November. Mrs. Clarke was checking her schedule to determine if she could attend the conference. Mrs. Caprarella and Mrs. Abrams are unable to attend due to work commitments.

- Legislative Update
Nothing.

- Any Item(s) not anticipated at the time of posting
Nothing.

INFORMATION

There was no discussion on any of the items listed in this agenda item. The agenda items were: 2015/2016 Educational Planning Document, FY16 Final Budget/Revolving Accounts, Bi-County

Collaborative Quarterly Report June 2016, Mentoring Teams for 2016/2017, Enrollment on September 1, 2016, and Work Order Report.

EXECUTIVE SESSION

MOTION by Linn Caprarella, seconded by Javed Ikbal, to go into Executive session at 7:18 p.m. to discuss collective bargaining strategies which, if held in open session, might hurt the Committee's bargaining position.

Roll Call Vote:

Amy Abrams	Yes
Linn Caprarella	Yes
Maggie Clarke	Yes
Javed Ikbal	Yes
Charlene McEntee	Yes

Returned from Executive session at 8:20 p.m.

ADJOURNMENT

MOTION by Charlene McEntee, seconded by Maggie Clarke, to adjourn at 8:21 p.m.
So voted.

Susan M. Rieger, Recording Secretary