

PLAINVILLE SCHOOL COMMITTEE MEETING
Minutes of June 12, 2018

Regular Session

CALL TO ORDER

The meeting was called to order by Vice-Chairperson Linn Caprarella at 6:06 p.m. in the Wood School Learning Commons. Also present were Kristen Conrad-Garrity, Michele Sharpe and Superintendent Raiche. Absent: Amy Abrams, and Javed Ikbal

Administrators Present: Edward Clarke, Administrator of Special Education
Caron Ketchum, School Business Administrator
Robin Roberts-Pratt, Principal, Beatrice H. Wood School
Stephanie Whitaker, Technology Systems Administrator

Mrs. Caprarella thanked the following staff:

Susan Rieger, Student Mentoring Coordinator, for the end-of-year student mentoring event which was held on June 7th, and Judy White and the food service staff for providing food for the event;

Robin Roberts-Pratt, Principal of Wood School and Paula Cole and Denise Guzzetti, secretaries at Wood School, for the Career Fair which was held on June 8th—they were instrumental in the success of this program and worked long hours to provide this program to students in grades 3, 4, 5, and 6;

Charles Sherwin, Instrumental Music Teacher and Karen Jonson, General Music and Chorus Teacher, for the amazing Instrumental Music concert held on the evening of June 7th;--outstanding job, and

Heather Viveiros-Murphy for her coordination of the Special Olympics held on June 8th—also thanking the many staff who attended as well as student mentors from grade 6 who attended to support our athletes.

She said the Committee is most appreciative that Plainville Public Schools holds these events for our students.

APPROVAL OF MINUTES

MOTION by Kristen Conrad-Garrity, seconded by Michele Sharpe, to approve the May 8, 2018 regular session minutes as presented. So voted.

MOTION by Kristen Conrad-Garrity, seconded by Michele Sharpe, to approve the June 4, 2018 regular session minutes as presented. So voted

SHOWCASE

None.

COMMENTS BY CITIZENS AND FACULTY

None.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

Luke Gousie: Buddy Benches

As an Eagle Scout, Luke, an 11th grade student at King Philip Regional High School and a former Plainville Public School student, was commended by Superintendent Raiche for making three buddy benches which were placed in playground areas at the elementary schools.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

a. King Philip School Committee-Mrs. Abrams

Mrs. Abrams was not at the meeting; no report.

b. Negotiations Subcommittee-Mrs. Caprarella, Mrs. Conrad-Garrity

Nothing.

c. Budget Subcommittee-Mr. Ikbal, Mrs. Sharpe

The subcommittee met before tonight's meeting to discuss lunch and snack prices for 2018/2019.

d. Communications Subcommittee-Mr. Ikbal, Mrs. Conrad-Garrity

Mrs. Conrad-Garrity said the Subcommittee met yesterday to view the templates for the district website. The template (Sunrise) and colors (blues and yellow) were selected. Mrs. Whitaker said the website will have a fresh look.

e. Town Building Committee-Mrs. Clarke

Mrs. Clarke will be reporting at the June 26th meeting.

f. Sick Leave Bank Committee-Mrs. Conrad-Garrity

Nothing.

g. Wellness Committee-Mrs. Sharpe

Mrs. Sharpe said the last meeting for the 2017/2018 school year was recently held. The Committee reviewed the many initiatives that were completed this year—the garden has been planted and includes a wide variety of vegetables! Christina Kerrigan, who spearheaded the planting of the garden, was commended and a schedule has been created that includes many parent/children volunteers scheduled to water over the summer months. Mr. Raiche said that representative from Village Green, who initially funded the garden, came over last week to view the garden and were quite impressed.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

Resignations:

Karen Johnson, .4 Music Teacher, effective at the conclusion of the 2017/2018 school year

Transfers:

Rose Garron, Long-term substitute instructional paraprofessional to long-term grade 1 teacher, effective May 29 – June 21, 2018

Jessica Vine, Grade 2 teacher TO Grade 3 teacher, effective for the 2018/2019 school year

Appointments:

Kelsie Rainone, Substitute instructional paraprofessional in grade 1, effective May 29 – June 21, 2018

Heather Viveiros-Murphy and Kerrie-Lee Walker, Co-Coordinators, Teacher Mentor Program, effective for the 2018/2019 school year

Stacey Haven, Enrichment Coordinator, effective for the 2018/2019 school year

The following staff were notified of an increase in the FTE of their current positions, effective for the 2018/2019 school year:

Linda Kavanah, Preschool Teacher, 0.5 to 1.0

Christine Yanni, Instructional Paraprofessional in the Preschool, 0.5 to 0.9

Charles Sherwin, Instrumental Music Teacher, 0.8 to 1.0

SUPERINTENDENT'S REPORT

a. Cycle II Enrichment Program

Superintendent Raiche shared a four-year review of the enrichment activities, as well as information on the 2017/2018 enrichment program. For Cycle II, which ended recently, ten courses were offered with a total of 172 students taking part. He thanked and recognized Stacey Haven, coordinator for the program, for leading a successful program.

b. PreSchool Program Review

Superintendent Raiche informed the Committee that he recently met with the district preschool teachers, (Ms. Barboza, Mrs. Skazinski, and Mrs. Kavanah), Mr. Clarke, Mrs. Campbell, Mrs. Griffin, Mrs. Skeffington, Mrs. Daugherty-Costa, Mrs. Whitaker, and Mr. Hall to discuss the current preschool program. They discussed standards, the need and importance of providing dedicated planning time for preschool staff, utilizing a coordinated approach to deliver support services, parent workshops, room set up, researching effective programs, and technology. In addition the group will discuss the possible implementation of a full day program. There will be more in-depth discussion in the fall of 2018.

c. Green Community Update

Superintendent Raiche informed the Committee that he attended a meeting sponsored by the MA Department of Energy Resources on June 7th; seven communities, Plainville being one of them, were recognized as new Green Community members. As a result, our participation will bring substantial energy savings to the town and, in particular, to the schools—we will receive new highly efficient exterior lighting, new interior lighting, and speed drivers for the circulation pumps in our heating and cooling systems. Supt. Raiche will be meeting with town administrator, Jennifer Thompson, to discuss the next application round for grant funds (to be expected in the fall).

Superintendent Raiche also reported:

King Philip students in attendance in the district today:

Graduating seniors from King Philip Regional High School: Benjamin Abrams, Jack Bush, Kyla Caprarella, Spencer Hopkins, and Adam Sorel spoke to our students on the importance of school and the transition to King Philip. This was well-received by our students, and he said these five graduates did a wonderful job in addressing concerns, particularly of our grade 6 students who will be transitioning to King Philip in the fall.

Career Day:

Kudos to Mrs. Roberts-Pratt and her staff for the successful Career Day held on June 8th. Students look forward to this annual event which is offered to students in grades 3, 4, 5, and 6.

Student Mentoring End-of-Year Event:

Thanks to Mrs. Rieger for coordinating a successful year of mentoring and the end-of-year event held for students/mentors/parents/staff held on June 7th. The water balloon toss, which was won by Superintendent Raiche and his mentee, is a topic of discussion as this was their third year winning!

OLD BUSINESS

a. Procurement Card Update

Superintendent Raiche informed the Committee that Attorney Waugh reviewed the procurement card procedure. In an email received by Superintendent Raiche Attorney Waugh stated, “It appears to be very thorough and covers a number of scenarios that you would want to address. I would not change the existing language in the procedure.” As a result, Superintendent Raiche recommends moving forward with the utilization of a procurement card for the district, when needed. Mrs. Ketchum said two (2) cards will be ordered—one for each school.

MOTION by Michele Sharpe seconded by Kristen Conrad-Garrity to approve the procurement card procedures as presented. So voted.

NEW BUSINESS

a. BayState Textiles, Gift of \$43.50 (Vote Required)

MOTION by Kristen Conrad-Garrity seconded by Michele Sharpe, to accept the gift of \$43.50 from BayState Textiles to use in future technology purchases. So voted.

b. Stop and Shop, Gifts to AWJ, \$1,962.65 and BHW, \$2,031.69 (Vote Required)

MOTION by Michele Sharpe seconded by Kristen Conrad-Garrity, to accept the gifts of \$1,962.65 (Jackson School) and \$2,031.69 (Wood School) from Stop and Shop for use by the principals of each school to purchase various supplies for students such as t-shirts, student incentives, student snacks, and frames for art work, So voted.

c. Food Panty Donation—Gift of \$275.00 for the Gift Account (Vote Required)

MOTION by Kristen Conrad-Garrity seconded by Michele Sharpe, to accept the gift of \$275.00 from an anonymous donor for the food pantry. So voted.

d. Revised FY2019 Educational Budget (Vote Required)

Superintendent Raiche provided each member with an updated FY2019 budget listing, which reflects the recently town meeting approved budget total of \$9,302,666, as well as a salary listing. The amount of \$12,834 was reduced from the Committee's previously approved FY2019 budget.

MOTION by Michele Sharpe seconded by Kristen Conrad-Garrity, to approve the FY2019 Education Budget in the amount of \$9,302,666. This is the amount approved at the Town Meeting held on June 4, 2018. So voted.

e. Declare Surplus Materials from Wood School Media Center Storage Room (Vote Required)

MOTION by Michele Sharpe seconded by Kristen Conrad-Garrity, to declare as surplus the list of materials/supplies from the Wood School Media Center Storage Room. So voted.

f. Food Service Program: Lunch and Snack Prices for 2018-2019 School Year (Vote Required)

MOTION by Michele Sharpe seconded by Kristen Conrad-Garrity, to approve the recommendation from the Budget Subcommittee and Superintendent to revise the snack price in 2018/2019 from \$1.00 to \$1.25 and to keep the lunch price at the current price of \$2.50 for students. So voted.

g. School Improvement Plans

Superintendent Raiche shared the draft School Improvement Plan, as presented by Mrs. Roberts-Pratt, for the Wood Elementary School for the 2018/2019 school year. Mrs. Roberts-Pratt gave a thorough summary of the Plan and answered questions by the Committee. Some of the topics she included were:

- Striving to embed social/emotional learning; the 1st three days of school in 2018/2018 will have dedicated time to creating lessons for social/emotional learning
- Implementing a 'summer read'—and then have a 'chat and chew' to discuss the book
- Hold a police 'high five' on the first day of school
- Paint positive sayings and murals in students' bathrooms
- Continue collaboration with King Philip, in particular, with instrumental teachers
- 6th grade peer mentors
- Offer professional development in science instruction in grades 4 and 6 with Blue Heron
- Create a Wood School Wellness Club—walk, garden, responsibility of tower garden, etc.
- Student-run enrichment activities, i.e. chess

The Plan for Jackson School will be reviewed at the June 26, 2018 school committee meeting.

h. Policy File GBK: Staff Complaints and Grievances

Superintendent Raiche shared policy file GBK: Staff Complaints and Grievances, which mirrors MASC's model policy; he is not recommending any changes to our policy. He also shared a new document, Petition for Complaint Resolution, and he plans to share this new document with representatives of the four unions—custodians, secretaries, P.E.A., and Education Support Professionals.

- i. Rubrics: Instructional Support Educator, Coach, Nurse, and Library/Media Specialist (Vote Required)

Superintendent Raiche reviewed the aforementioned rubrics and explained the process he and the Educator Evaluation Committee used in reviewing these rubrics during the past year. He is recommending no revisions for the Therapist and Psychologist Rubrics at this time. Superintendent Raiche said many of the changes were to incorporate consistency of language among the rubrics. He plans to share these documents with the PEA with the hope they will be in place for the start of the 2018/2019 school year.

MOTION by Kristen Conrad-Garrity seconded by Michele Sharpe, to approve the revised rubrics for the Instructional Support Educator, Coach, Nurse and Library/Media Specialist as recommended and presented. So voted.

- j. Appendix B: Teacher and Specialized Instructional Support Personnel Educator Evaluation (Vote Required)

Superintendent Raiche reviewed the four (4) revisions to Appendix B. This document will be shared with the PEA and will continue to be monitored for revisions as the evaluation process continues.

MOTION by Michele Sharpe, seconded by Kristen Conrad-Garrity, to approve the recommendation of the Superintendent for four (4) revisions to the Appendix b: Teacher and Specialized Instructional Support Personnel Educator Evaluation as presented. So voted.

- k. Legislative update

- l. Any items not anticipated at the time of the posting

Superintendent Raiche informed the Committee that he will be attending the Board of Selectman meeting on Monday, June 18, 2018 to support the Town Clerk, Ellen Robertson, in seeking to move the location of voting from the Beatrice H. Wood School to the Anna Ware Jackson School. If approved, this will take effect beginning in September, 2018.

INFORMATION

No discussion about these items.

EXECUTIVE SESSION

Nothing.

ADJOURNMENT

MOTION by Kristen Conrad-Garrity, seconded by Michele Sharpe, to adjourn at 7:00 p.m. So voted.

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Regular Minutes from May 8, 2018 and June 4, 2018
- Commendation for Luke Gousie
- Resignations, Transfers, Appointments and Leaves Memo dated June 8, 2018
- Superintendent's Report: Reports on Cycle II Enrichment Program, PreSchool Program Review, and Green Community Update
- Old Business: Memo on Procurement Card Update dated June 1, 2018
- New Business:
 - Memo on BayState Textiles Gift, dated May 22, 2018
 - Memo on Stop & Shop A+ Rewards, dated May 31, 2018
 - Memo on Food Panty Donation, Gift of \$275.00, dated May 29, 2018
 - Memo on vote to approve the revised FY2019 School Budget, dated June 5, 2018
 - Memo recommending the declaration of surplus items, dated June 5, 2018
 - Memo recommending approval of revised rates for the lunch and snack program, dated June 7, 2018
 - Memo on School Improvement Plans, dated June 8, 2018
 - Memo on Policy File GBK: Staff Complaints and Grievances, dated May 31, 2018
 - Memo on Rubrics, dated June 8, 2018 and accompanying rubrics
 - Memo on Appendix B dated June 8, 2018 and Appendix B document with four revisions
- Information:
 - Enrollment, June 1, 2018
 - Picture of students from Memorial Day, May 24, 2018