

PLAINVILLE SCHOOL COMMITTEE MEETING  
Minutes of November 28, 2017

Regular Session

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CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 6:02 p.m. in the Wood School Learning Commons. Also present were Linn Caprarella, Maggie Clarke, and Superintendent Raiche. Absent: Javed Ikbal and Charlene McEntee

Administrators Present: Kate Campbell, Principal, Anna Ware Jackson School  
Caron Ketchum, School Business Administrator  
Stephanie Whitaker, Technology Administrator

APPROVAL OF MINUTES

**MOTION by Maggie Clarke seconded by Linn Caprarella to approve the October 24, 2017 regular session minutes as presented. So voted 2 in favor, 1 abstain (Abrams)**

SHOWCASE

- a. Video on the Jackson School Community Career Day-This item is tabled until the next meeting.

COMMENTS BY CITIZENS AND FACULTY

None.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

None.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

a. King Philip School Committee-Mrs. McEntee

- There was no report as Mrs. McEntee was not at the meeting.

a. Negotiations Subcommittee-Mrs. Caprarella, Mrs. Clarke

None.

b. Budget Subcommittee-Mrs. McEntee, Mrs. Abrams

None.

c. Communications Subcommittee-Mrs. Abrams, Mr. Ikbal

Mrs. Abrams said the Committee met on October 30, 2017 and she shared minutes from that meeting. Minutes stated that the items reviewed and discussed were: displays for the school foyers, a communication plan and the BoardDocs program.

*d. Town Building Committee-Mrs. Clarke*

Mrs. Clarke reported that the Committee has not met recently; however, the Committee had asked the schools if there was any interest in participating in a time capsule. The Jackson School Student Council is going to participate and the school committee would like to contribute to this endeavor.

*e. Sick Leave Bank Committee-Mr. Ikbal*

None.

*f. Wellness Committee-Mr. Ikbal*

None.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

- a. Retirement: Bradford White, custodian, submitted his retirement letter effective December 31, 2017
- b. Resignation: Kathleen Madden, supervisory paraprofessional, submitted her resignation letter effective November 3, 2017
- c. Appointment: Susan Sorel, supervisory paraprofessional at Jackson School effective November 20, 2017
- d. Maternity Leave: Elizabeth Barboza, preschool teacher, will begin maternity leave approximately December 13, 2017 through February 16, 2018. Christine Yanni has been transferred from her .5 instructional preschool paraprofessional position to the long-term substitute preschool teacher position while Ms. Barboza is on an anticipated eight-week maternity leave. A substitute instructional paraprofessional will be hired for Mrs. Yanni's open position.
- e. Leave: Ricardo Sousa, custodian, will begin medical leave on November 30, 2017 for approximately 4-6 months. A long-term substitute was hired today and will begin work on Monday, December 4, 2017.

SUPERINTENDENT'S REPORT

a. Student Learning Goals: 2016-17

Superintendent Raiche had previously reported on the 2016-17 goals; however, at that time was unable to report on the MCAS 2.0 results as they were not available in September. He shared these results and reported that two goals were exceeded, four were partially met and seven were not met.

b. Student Learning Goals: 2017-18

Superintendent Raiche shared the challenging student learning goals for the 2017-18 school year. Math is a focus area this year as are assessment results for the sub group student with disabilities.

c. Town of Plainville: Energy Reduction Plan

Jennifer Thompson, Town Administrator, sent to Superintendent Raiche the Town's Energy Reduction Plan. Since the schools are the largest 'user of energy', he thought the Committee should be aware of this Plan. He is meeting with Ms. Thompson this week to further discuss the implementation of this Plan and will report back to the Committee.

d. Memorandum of Agreement regarding Teacher Participation on Surveys

Superintendent Raiche shared the document that was recently signed between the Plainville Education Association and Superintendent Raiche. This MOA spelled out the understanding between these two parties about the use of student, staff, and/or parent/community surveys. Mrs. Abrams asked how such a document came about and Superintendent Raiche explained the reasons for this document.

Superintendent Raiche also mentioned that NE Turn has asked if the district would be interested in piloting a survey instrument to be used by new teachers (teachers in year 1, 2 or 3 of the career), and he is interested in doing so. Survey questions would be sent out weekly—2 to 3 questions each week.

OLD BUSINESS

a. December 19, 2017 regular meeting at 5:30 p.m. and budget subcommittee meeting at 6:00 p.m.

Superintendent Raiche reminded the Committee about the time change for the regular school committee meeting on December 19, 2017 and the budget subcommittee meeting on December 19, 2017.

NEW BUSINESS

a. BayState Textiles, \$69.00 (Vote Required)

**MOTION by Linn Caprarella, seconded by Maggie Clarke to approve \$69.00 from BayState Textiles for the Plainville district to be used to reimburse expenses for district technology purchases. So voted.**

b. Policies (Vote Required)

Superintendent Raiche reported that as a result of the recent Coordinated Program Review, it was found that the following policies were not in compliance with new regulations related to protected categories of individuals. A review was also made of MASC's policies and Superintendent Raiche recommends revisions to selected policies. The major change was to revise the 'protected category' statement, which was revised to read: "without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status or disability". The following policies were revised:

- File GA/GCE/GCF, Recruitment, Screening and Selection of Staff
- File GBA, Equal Opportunity Employment
- File IHA, Basic Instructional Program
- File ILA, Testing Programs
- File JJ-R, Extra-Curricular Activities, Non-Disturbance Policy at School Functions

There was some discussion about the revisions to these policies. Mrs. Clarke was concerned about some of the language in the Basic Instructional Program Policy—sentence that read, "Schooling for basic literacy must reach all students, in all neighborhoods, and from all homes." She was also concerned about language in the policy on Testing Programs and believes there ought to be a limit to the amount of time on testing of students. Discussion ensued. Superintendent Raiche said he wanted to ensure our policies met all civil rights compliance measures and if the Committee would like to further discuss these policies, they could do so in the future.

**MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the revisions to the aforementioned policies as presented as a first vote. So voted. The Committee will take a second vote at the next school committee meeting.**

*c. Discussion: Parents Contacting Their Children in School*

Mrs. Caprarella asked that this item be placed on the agenda for discussion. She was concerned that parents calling in to the school office requesting immediately talking to their child is a disruption to the student, if the reason is not an emergency. She thinks the principal should be ‘making the decision’ as to whether the secretary should immediately get the student out of class in order to speak to his/her parent. Discussion ensued as to whether a policy or practice should be implemented to clarify the procedure for getting students out of class during the school day to take a phone call from their parent. Mrs. Clarke asked how often this happens. Mrs. Campbell said the School Council could discuss this concern and add language to the parent/student handbook regarding how best to handle this.

*d. Discussion: Digital Signage*

Superintendent Raiche said that Village Green is looking to donate funds for the school district, and he thought that perhaps the digital signage may be a good project for them to help fund. Discussion ensued: Mrs. Abrams asked whether this is the right time to put digital signage in the school foyers and Mrs. Clarke thought that due to the expense, it could be interpreted by the parents/community as an excess to use school funds to purchase the signage. Mrs. Caprarella felt using Village Green funds to help with the cost of funds is a good idea and that the signage is another way of communication to parents. Mrs. Abrams said the Communications Subcommittee was concerned about the maintenance of the contents of the signage, creating a stipend to keep up with the content of the signage, and how it interfaces with a Facebook page, etc. Prior to purchasing digital signage, it should be clearly defined as part of a larger Communication Plan for the district—one that is achievable. Both Mr. Raiche and Mrs. Campbell felt it promotes communication to parents as they come into the school buildings. This topic will continue to be discussed at a future meeting.

*e. Discussion: Annual Report*

Superintendent Raiche shared the draft annual report for the time period July 1, 2017 through June 30, 2017. Mrs. Abrams asked that this item be tabled until the next meeting.

*f. Legislative update*

Mrs. Clarke asked for a report on the MASC annual conference. Mrs. Abrams said she attended a workshop with an informative speaker about the current process used to educate students and whether public schools are preparing students for the workplace. She said we still teach as if we are in an industrial age and we ought to be teaching students how to work collaboratively—which she stated Plainville is doing. Superintendent Raiche said the sessions he attended were informative, particularly the social/emotional workshops. This item will be put on the next agenda for further discussion.

*g. Any item(s) not anticipated at the time of posting*

None.

**INFORMATION**

There was no discussion on items in information.

EXECUTIVE SESSION

None.

ADJOURNMENT

**MOTION by Linn Caprarella seconded by Maggie Clarke, to adjourn at 6:54 p.m. So voted.**

Respectfully submitted,

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Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Regular Minutes from October 24, 2017
- Communications Subcommittee Minutes from October 30, 2017
- Memo on retirement, resignation, appointment, and leaves
- Superintendent's Report: final report on Student Learning Goals for 2016-17, documents on Student Learning Goals for 2017-18, Town of Plainville Energy Reduction Plan, and MOA on Teacher Participation on Surveys
- New Business:
  - Memo on the BayState Textiles gift
  - Memo and revised policies
  - Draft Annual Report for the time period July 1, 2016 through June 30, 2017
- Information::
  - Enrollment, November 1, 2017
  - School Council Minutes from October 4, 2017
  - Document on the Process for Purchasing and Replacement of Fuel-Efficient Vehicles
  - Document on the revisions to the Open Meeting Law Regulations (MASC Legal Alert Bulletin)