

# Agenda

Plainville School Committee Meeting  
Tuesday April 25, 2017  
4:30 PM  
Wood School Learning Commons  
72 Messenger Street, Plainville, MA

1. CALL TO ORDER
2. NEW BUSINESS
  - a. Book Study-*The Art of School Boarding*, Chapters 9-12 (pages 63-98)
  - b. Policy Review: Policies BHC, BHD, BHE, BIA, BIBA, BID, BJBK
  - c. School Committee Goals Review
3. APPROVAL OF MINUTES
  - a. April 11, 2017, Regular Session Minutes (Vote Required)
  - b. April 11 2017, Executive Session Minutes (Vote Required)
4. SHOWCASE
5. COMMENTS BY CITIZENS AND FACULTY
6. COMMUNICATIONS AND AUDIENCES
7. COMMENDATIONS
8. ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS
  - a. King Philip School Committee (Mrs. McEntee)
  - b. Negotiations Subcommittee (Mrs. Caprarella, Mrs. Clarke)
  - c. Budget Subcommittee (Mrs. McEntee, Mrs. Abrams)
  - d. Communications Subcommittee (Mrs. Abrams, Mr. Ikbal)
  - e. Town Building Committee (Mrs. Clarke)
    - Presentation
  - f. Sick Leave Bank Committee (Mr. Ikbal)
  - g. Wellness Committee (Mr. Ikbal)
9. RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES
  - a. Resignation/Retirement
  - b. Resignation
  - c. Appointment(s)
  - d. Student Teacher
10. SUPERINTENDENT'S REPORT

**11. OLD BUSINESS**

- a. School Committee Evaluation Results

**12. NEW BUSINESS**

- a. Approval for Grade 5 Students to participate in Science MCAS Trial Test and DESE survey (Vote Required)
- b. School Committee Meeting Dates for 2017/2018 (Vote Required)
- c. Establishment of a Special Education Stabilization Fund Account – Discussion
- d. Social Media Policy – Discussion
- e. Legislative Update
- f. Any item(s) not anticipated at the time of posting

**13. EXECUTIVE SESSION**

- a. Negotiations: PEA & ESPs

**14. INFORMATION**

- a. School Committee Reorganization Listing as of April 11, 2017
- b. Food Service Update through March 2017
- c. Annual Report for Year Ending June 30, 2016

**15. FUTURE AGENDA ITEMS**

- a. Report Card Update (Spring 2017)
- b. School Choice Vote (May 23, 2017)
- c. Appointment of District Representative to Bi-County Collaborative Board of Directors (May 23, 2017)
- d. Calendar Committee (TBD)
- e. What Districts Need To Do Re: ESSA (TBD)
- f. Establishment of a Special Education Reserve Fund (TBD)

**16. ADJOURNMENT**

**Mission Statement:**

**The mission of the Plainville Schools is to promote lifelong learning throughout the community and to prepare students to become responsible, contributing members of a changing society by providing a challenging, rigorous educational program.**



## PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**To:** School Committee

**From:** *DR* David P. Raiche, Superintendent of Schools

**Re:** Policies for Review (Vote Required)

**Date:** April 20, 2017

Please review the attached set of policies. This is the last set scheduled for review this year.

Policies File:

- BHC, School Committee-Staff Communications
- BHD, Communication Goal
- BHE, Use of Electronic Messaging by School Committee Members
- BIA, New School Committee Member Orientation
- BIBA, School Committee Conferences, Conventions, and Workshops
- BID, School Committee Member Compensation and Expenses
- BJ, School Committee Legislative Program
- BK, School Committee Memberships

Attachment

The Plainville Public Schools do not discriminate on the basis of age, sex, race, religion, national origin, color or handicap in accordance with applicable laws and regulations.



## SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The Plainville School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

### Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from Principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important matters, **except those matters that are outside of the Committee's legal authority**, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

### School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

### Visits to Schools

Individual School Committee members interested in informal visits to schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

LEGAL REF:        All Collective Bargaining Agreements



## COMMUNICATION GOAL

*Effectively communicate the district's goals, educational objectives and progress to and among students, parents, teachers and community.*

### **Objectives:**

- Develop and maintain regular sources of communication to parents which substantively relate the educational activities and progress of students.
- Develop and maintain a secure and reliable means for parents and community members to access school information and personnel.
- Develop and maintain regular sources of communication to the local community, local and state government representatives and to the press which substantively relate the district's educational goals, objectives, strategies and accomplishments.

### **Related action:**

The Plainville School Committee shall make an audio and/or video recording of each open session, whenever possible. The chairperson will notify all attendees of this action at the beginning of the meeting. A notice shall also be posted at the entrance of the room or area where the open session meeting is held. The audio and/or video recording shall be considered the school committee's recording for purposes of the Public Record Law. In addition, the school committee shall make the recording available to the public in a timely manner.

## USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Plainville School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), internet web forums, and internet chat rooms.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that "deliberation" shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, meeting dates, or transmitting supporting documents. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law. A public body intentionally violating the Open Meeting Law may be subject to a \$1,000 fine for each violation, which consists of a knowing act or omission in violation of the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L 4:7; 39:23A, 23B; 66:10

Revised: February 9, 2010



## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The Plainville School Committee chairperson and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

1. A copy of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the district's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

Each new member, within one year after their initial election or appointment, shall complete at least eight hours of orientation concerning the responsibilities of their office at no cost to the new school committee member.

Each new member shall also receive any other materials the chairperson and/or the Superintendent determines to be necessary including but not limited to information related to the public records law, special education law, school leadership standards and evaluations, and the roles and responsibilities of Committee members. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The chairperson and/or Superintendent shall also clarify policy regarding:

1. Arranging visits to schools or administrative offices
2. Requesting information regarding school district operations
3. Responding to community requests/complaints concerning staff or programs
4. Handling confidential information

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities) they may be invited to attend all meetings of the Committee with the exception of executive sessions.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provide by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established Committee policy. Upon completion of the new Committee member's orientation, the individual will be awarded a certificate which will be filed with the clerk of the city or town where the Committee member resides.

LEGAL REFS.: M.G.L. 71:36A

Revised: February 9, 2009



## **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

To provide continuing in-service training and development for its members, the Plainville School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. A calendar of School Committee conferences, conventions and workshops will be maintained by the Committee secretary. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.:      M.G.L. 40:5

## **SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES**

The Plainville School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS.: M.G.L. 40:5; 71:52

## SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The Plainville School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Chairperson, unless otherwise voted upon by the Committee, shall serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

Revised: February 9, 2010



## **SCHOOL COMMITTEE MEMBERSHIPS**

The Committee will maintain memberships in the national, state and regional School Committee (board) associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations, which the executive officer and Committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the Committee and the staff.

**Plainville School Committee**  
**School Committee Goals**  
**2016-2017**  
**Key Actions and Benchmarks**

<b><u>School Committee Goal #1:</u></b>	To improve community engagement, the school committee will participate in activities both within and outside of the school building to develop transparency and understanding of school and community needs.
<b><u>Key Actions for Goal #1:</u></b>	<ul style="list-style-type: none"> <li>a. Attend Coffee and Conversation sessions at the Senior Center</li> <li>b. Schedule meet and greet sessions with parents and the community</li> <li>c. Investigate BoardDocs</li> <li>d. Upload back-up documents that accompany meeting agenda items</li> <li>e. Add pictures and profiles to school committee webpage</li> </ul>
	f. The chairperson of the School Committee and Board of Selectmen will communicate regularly
<b><u>Benchmarks for Goal #1:</u></b>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> </ul>

<b><u>School Committee Goal #2:</u></b>	To educate the community and legislators, the school committee will improve its knowledge base on local, state and federal issues that would impact policy within the schools.
<b><u>Key Actions for Goal #2:</u></b>	<ul style="list-style-type: none"><li>a. School Committee members will attend local legislative office hours</li><li>b. The School Committee will engage in book/literature review</li><li>c.</li><li>d.</li><li>e.</li></ul>
<b><u>Benchmarks for Goal #2:</u></b>	<ul style="list-style-type: none"><li>a.</li><li>b.</li><li>c.</li></ul>



PLAINVILLE SCHOOL COMMITTEE MEETING  
Minutes of April 11, 2017  
Regular Session

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**CALL TO ORDER**

The meeting was called to order by Superintendent David Raiche at 5:34 p.m. in the Wood School Library Commons. Also present were Amy Abrams, Linn Caprarella, Maggie Clarke, Javed Ikbal, Charlene McEntee and Superintendent Raiche. The meeting was audio and video recorded.

Administrators Present: Kate Campbell, Principal, Anna Ware Jackson School  
Edward Clarke, Administrator of Special Education and Support Services  
Caron Ketchum, School Business Administrator  
Robin Roberts-Pratt, Principal, Beatrice H. Wood School  
Stephanie Whitaker, Technology Systems Administrator

**REORGANIZATION OF THE SCHOOL COMMITTEE**

Superintendent Raiche opened the nominations for Chairperson of the School Committee.

**MOTION by Linn Caprarella, seconded by Javed Ikbal to nominate Amy Abrams as Chairperson of the School Committee. So voted.**

Mrs. Abrams asked if anyone was interested in changing their position on the various committees. Mrs. Clarke said she would be willing to give up her seat on the Wellness Committee and Mrs. McEntee asked if anyone was interested in becoming the representative to the King Philip School Committee. Mr. Ikbal said he would be willing to participate on the Wellness Committee and that he would start attending King Philip school committee meetings, however, not be officially appointed as the representative at this time.

**MOTION by Charlene, seconded by Javed Ikbal to vote on all positions as stated below. So voted unanimously.**

Chairman	Amy Abrams
Vice Chairman	Linn Caprarella
King Philip Representative	Charlene McEntee
Finance Subcommittee Representative(s)	Charlene McEntee Amy Abrams
Sick Leave Bank Representative	Javed Ikbal
New Member Orientation	Charlene McEntee
MASC Delegate Representative	Maggie Clarke
MASC Alternate Representative	Linn Caprarella

Negotiations Team Representative(s)	Linn Caprarella Maggie Clarke
Federal Relations Network Representatives*	Charlene McEntee Linn Caprarella
Town Building Committee Designee	Maggie Clarke
Wellness Committee Representative	Javed Ikbali
Communications Representative(s)	Amy Abrams Javed Ikbali
Appointment of School Attendance Officer	Edward Clarke
Appointment of Truancy Officer	Scott Gallerani
Appointment of School Physician	Dr. Christopher Giuliano

\*Appointed by MASC Executive Board

#### APPROVAL OF MINUTES

**MOTION by Linn Caprarella, seconded by Charlene McEntee to approve the March 28, 2017 regular session minutes. So voted.**

**MOTION by Charlene McEntee, seconded by Javed Ikbali to approve and hold the March 28, 2017 executive session minutes. So voted.**

#### SHOWCASE

##### a. Jackson School: Showcase Spectacular-Kate Campbell, Principal

Mrs. Campbell shared a video presentation of the Showcase Spectacular, Talent Show, which was held last month. Twenty-eight acts were in the show—acts consisting of dance, singing, magic, piano, jump rope, etc. Mrs. Campbell said Mrs. Selena Graham and Mrs. Kimberly Teague did a wonderful job leading the production and “it was truly a fun night.” She thanked the teachers who participated as well as the students for the great job in their performances and for the students and staff who attended to give support to their peers and students.

##### b. MICCA Festival-Mr. Charles Sherwin, Instrumental Music Teacher at Wood School

Mr. Sherwin, instrumental music teacher at Wood School, shared the three compositions that the students performed at the MICCA Festival. Their performance earned them a silver medal, which was quite impressive for this was the first outing to a competition by these students! Congratulations to Mr. Sherwin and his students.

#### 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

Mrs. McEntee reported that the King Philip School Committee met on April 3<sup>rd</sup>. Topics mentioned:

- Congratulations to new school committee members recently elected and goodbyes to school committee members leaving, in particular, Annemarie Martin, Plainville representative. Mrs. Abrams would like to invite the new Plainville representative to a Plainville School Committee; this will be done in the future
- Discussion with an auditor of the budget process
- Discussion on the proposed FY18 budget and support among the finance committees of the tri-town region. A Tier I budget is 5.3% above last year's, a Tier II budget is approximately 3.5% to 4% above last year's and they are trying to obtain a budget somewhere in the middle, approximately 4.5% over last year in order to not lose valuable items in the budget

### b. Negotiations Subcommittee-Mrs. Caprarella, Mrs. Clarke

Mrs. Caprarella said the Committee will meet in executive session at tonight's meeting.

### c. Budget Subcommittee-Mrs. McEntee, Mrs. Abrams

The entire committee will be meeting with the Finance Committee this evening at 8:00 pm to review the FY2018 school budget.

### d. Communications Subcommittee-Mrs. Abrams, Mr. Ikbāl

Nothing.

### e. Town Building Committee-Mrs. Clarke

Mrs. Clarke said the construction documents are underway and once documents are at a 60% completion, they will go out to obtain estimates. A meeting for the public is scheduled for May 10, 2017 at 7:00 pm at the Senior Center.

### f. Sick Leave Bank Committee-Mr. Ikbāl

Nothing.

## RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

### Resignations:

Kristyn Moore, .4 Music Teacher at Wood School, effective April 13, 2017

Kerrie Marolda, Instructional Paraprofessional in grade 1 at Jackson School, effective April 13, 2017

In addition, on April 7<sup>th</sup>, Superintendent Raiche informed the Committee that he received a resignation letter from Charles Konicki, facilities/maintenance/custodian. This resignation will be on the next school committee agenda.



Due to upcoming maternity leaves of the Reading Teacher and a grade 5 teacher:

*Transfers:*

Katie Wright, Tutor at Jackson School to Long-term substitute Reading Teacher at Jackson School, effective April 5 – June 19, 2017

Debbie Maw, Instructional Paraprofessional at Jackson School to Long-term substitute Tutor at Jackson School, effective April 5 – June 8, 2017

Nadia Sweeney, Instructional Paraprofessional at Wood School to Long-term substitute teacher in Grade 5, effective approximately May 17 – June 19, 2017

SUPERINTENDENT'S REPORT

*a. Learning Walk Summary*

Superintendent Raiche shared a summary report from the Learning Walk held on April 6, 2017. The focus for this walk was Higher Order Thinking. He said this is a good opportunity for staff and feedback is positive. Gale Clark, Business Services Assistant, participated in the Walk, and Mrs. Roberts-Pratt added that having a non-teaching staff member attend the learning walk is a great idea, allowing for different stakeholders to see what goes on in the classroom.

*b. NEASE Special Progress Report*

Superintendent Raiche informed the Committee that NEASC had requested a *Special Progress Report* be submitted. He shared the report prepared by Principals Robin Roberts-Pratt and Kate Campbell which includes detailed information regarding revision of the school's or district's mission as well as current information on the purchase and use of interactive technology.

*c. Science MCAS Trial*

Superintendent Raiche reported that the MADESE is conducting Science MCAS trials this June and is recommending that the grade 5 students take part in this newer version. These students, however, will also take part in the current version of the science test as this test is a required part of the current state assessment program.

*d. DESE School Climate Questionnaire*

Superintendent Raiche reported that DESE plans to use an MCAS questionnaire in grades 5, 8 and 10 to pilot school climate questions. He intends to request approval from the Committee at the next school committee meeting for our grade 5 students to take part in this questionnaire; participation will be voluntary. He shared a copy of the possible grade 5 questions, which he obtained from DESE.

*e. Changes to Calculation of Low Income Status*

Superintendent Raiche informed the Committee that DESE is planning to revise the metric that is used to determine low income status. They plan to use student participation in the following: SNAP, TAFDC, DCF and/or MassHealth. As a result, during the transition time period the

number of low-income students may differ when comparing state rates and what the district calculates as low-income.

*f. King Philip Elementary Region Class Size Report*

Superintendent Raiche shared a class size comparison as of March 1, 2017 for the King Philip Region (Wrentham, Norfolk and Plainville) elementary districts.

OLD BUSINESS

*a. School Committee Evaluation-instrument to be issued for self-evaluation*

The current instrument used, which is from MASC, will be sent to school committee members tomorrow. They are asked to have it completed by next week so that results can be compiled in preparation for discussion at the April 28, 2017 school committee meeting.

*b. Superintendent's Evaluation-discussion on results among members*

The Committee discussed the results of the Superintendent's evaluation for the school year 2016/2017; said evaluation was completed in March by each school committee member. Overall, Superintendent Raiche received Proficient scores. A summary sheet will be completed and signed by the school committee chair so that results can be submitted to DESE. Superintendent Raiche also shared results of a leadership assessment survey, which was completed by staff in March.

Mrs. Clarke suggested that focus areas/goals for the 2017/2018 school year for Superintendent Raiche be determined this coming May or June, prior to the start of the new school year. Committee agreed.

NEW BUSINESS

*a. Request from Brownie Troop-Donation box for Paws of Plainville (Vote Required)*

**MOTION by Maggie Clarke seconded by Javed Ikbali, to approve the request from Amy Mitchell-Walsh on behalf of the Plainville Brownie Troop. Said request is to place a donation box in the foyer of the Jackson School seeking donations for items for PAWS of Plainville. So voted.**

*b. Acceptance of a check from JUJU B's Company for the Wood School Gift Account (Vote Required)*

**MOTION by Charlene McEntee, seconded by Javed Ikbali, to approve the donation of \$125.00 from JUJU B'S Company to the Wood School Gift Account; said funds to be utilized for Special Olympics. So voted.**

*c. Legislative Update*

Mrs. McEntee: Asked if anyone is attending the MASC Day on the Hill, April 25<sup>th</sup>? She is attending. Amy, Linn and Javed are unable to attend this year and Mrs. Clarke will decide in the next few days.



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

Mr. Ikbal: Informed the Committee that New York is going to offer free tuition for college students; not sure what the actual cost of tuition is as many of the costs associated with college are in other areas.

Mrs. Abrams: Mentioned the subject of food shaming, which is happening in New Mexico. Students who receive free and reduced lunch or are in negative balances are given 'different' food than their peers or separated into a different line.

Mrs. Abrams: Mentioned that NPR is hosting a program about teaching math; can search for a podcast on this subject, if interested in listening to the program.

In addition, Mrs. Campbell shared a video on the program held on March 31<sup>st</sup> to celebrate the conclusion of Literacy month in March. Several staff members, as well as administrators including Superintendent Raiche, Mr. Clarke, and Mrs. Campbell, ate chocolate covered crickets and grasshoppers since the students met the challenge of reading collectively over 2,500 books!

**EXECUTIVE SESSION**

**a. *Negotiations – Plainville Education Association (PEA) and Education Support Professionals (ESP)***

**MOTION by Linn Caprarella seconded by Javed Ikbal, to go into Executive session at 6:52 p.m. for the purpose of discussing collection 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 7:15 p.m.

**INFORMATION**

There was no discussion on items in information.

**ADJOURNMENT**

**MOTION by Linn Caprarella, seconded by Charlene McEntee, to adjourn at 7:16 pm and then travel to the Senior Center to attend the joint meeting with the finance committee at 8:00 pm to review the FY18 school budget. So voted.**

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- School Committee Reorganization Memo from September 14, 2016
- Minutes from March 28, 2017
- Resignations, Transfers, Appointment, and Leaves memo dated April 6, 2017
- Superintendent's Report:
  - Documents regarding the items listed in the superintendent's report
- Old Business: Superintendent's Evaluation Documents
- New Business:
  - Email from Brownie Troop regarding request for PAWS of Plainville Donation Box
  - Memo from Mrs. Roberts-Pratt regarding JUJU B'S donation of \$125.00
- Information::
  - Enrollment as of April 1, 2017
  - School Council Minutes from March 1, 2017 (AWJ and BHW)
  - Bi-County Quarterly Report, March 2017





## PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

*Date: April 20, 2017*

**To:** School Committee  
**From:** David P. Raiche, Superintendent  
**Re:** Resignations, Transfers, Appointments, and Leaves

*The following retirement/resignation has been received:*

Anne Marie Morris	Grade Two Teacher (effective at the conclusion of the 2016/2017 school year)
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*The following resignation has been received:*

Charles Konicki	Facilities/Maintenance/Custodian
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*The following appointments have been made:*

Kelly Harlow	Long-term substitute Instructional Paraprofessional in kindergarten (effective April 11 – June 8, 2017)
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Ben Tileston	.4 Long-term substitute Music Teacher at Wood School (effective April 24, 2017 – June 19, 2017)
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*Kimberly Teague, an instructional paraprofessional in our district, is completing a modified student teaching assignment during an eight-week timeframe. She is working in conjunction with Charlene Ehrlinger, Special Education Teacher.*




## PLAINVILLE PUBLIC SCHOOLS


68 MESSENGER STREET  
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02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**To:** School Committee

**From:**  David P. Raiche, Superintendent of Schools

**Re:**  Approval for Grade 5 Students to participate in Science MCAS Trial  
Test and DESE Survey (Vote Required)

**Date:** April 20, 2017

I recommend that you approve Plainville's participation in the grade 5 school climate questionnaire this spring. If so approved, Mrs. Roberts-Pratt will share all relevant information with our grade 5 parents including their right to decline their child's participation.

Attachment

3/24/2017

On the Desktop - March 23, 2017 School Climate Questionnaire - David Raiche

## On the Desktop - March 23, 2017 School Climate Questionnaire

Commissioner-List-owner@list1.doe.mass.edu on behalf of Reis, Jacqueline <jreis@doe.mass.edu>

Thu 3/23/2017 1:47 PM

To: Reis, Jacqueline <jreis@doe.mass.edu>;

5 attachments (760 KB)

On the Desktop 3 23 17.pdf; FAQ\_SCL\_3 22 2017 .pdf; MCAS\_2017\_Gr10\_Questionnaire\_final.pdf; MCAS\_2017\_Gr8\_Questionnaire\_final.pdf; MCAS\_2017\_Gr5\_Questionnaire\_final.pdf;



*News from Commissioner Mitchell Chester & the  
MA Department of Elementary and Secondary Education*

## On the Desktop - March 23, 2017 School Climate Questionnaire Included with MCAS

Dear Superintendents, Assistant Superintendents, Charter School Leaders, and Principals:

One of ESE's strategic priorities is to support students' social-emotional learning, health, and safety. The agency currently collects little systematic statewide data to assess progress on these issues. In response to feedback from a wide range of stakeholders, including parents, educators, and advocates for children, ESE plans to pilot test collecting students' school climate perceptions through ESE's annual MCAS questionnaire.

Although we have included a questionnaire on 8<sup>th</sup> and 10<sup>th</sup> grade MCAS tests for the past 15 years, the questionnaires have generally focused more on academics and students' classroom experience. In this pilot test year, we are using a questionnaire in grades 5, 8, and 10. Students in grades 5 and 8 will get their questionnaires after completing their MCAS science and technology/engineering tests in April or May. Grade 10 students will complete their questionnaires after taking their MCAS mathematics test in mid-May. The questionnaire should be administered after each test and will not impact students' scores. As noted in the frequently asked questions document attached to this email, students can choose to complete the full questionnaire, some of it, or none of it.

We recommend that you follow your normal policies for student survey participation. The three grade-level questionnaires are attached to this email to provide you with more details, but we ask that you do not share the questionnaires widely with your teachers or students ahead of time. Doing so could bias students' answers. We have made the questionnaires available to you in case a concerned parent would like to come to your office to view the questions.

If you need any further information on this year's MCAS questionnaire project, Shelagh Peoples of the Office and Planning Research is available to assist you at [speoples@doe.mass.edu](mailto:speoples@doe.mass.edu).

Sincerely,

Mitchell D. Chester  
Commissioner

If you believe someone else in your district should be receiving this email, or to change your email address for this listserv, please contact your District Directory A



## MCAS Student Questionnaire Project: Frequently Asked Questions

Updated on 3/22/2017

1. **Why is the Department of Elementary and Secondary Education (ESE) including a questionnaire at the end of grades 5, 8, and 10 MCAS tests?**  
ESE has included a student questionnaire as part of the MCAS test administration in grades 8 and 10 for the last 15 years. The content of these questionnaires has varied over the years and has included topics such as students' plans after high school, their experiences using technology in the classroom and at home, and their perceptions about their core academic classes.
2. **Why is ESE using the MCAS questionnaire to pilot school climate questions?**  
One of ESE's strategic priorities is to support students' social-emotional learning, health, and safety, but the agency currently collects little systematic statewide data to assess progress on these issues. A wide range of stakeholders, including educators, parents, advocates for children, and other groups, have asked us to gather more data in this area. We are piloting questions related to school climate to begin developing such measures and to begin determining how we can appropriately use them.
3. **Who will participate in the MCAS questionnaires?**  
MCAS student questionnaires will be administered to students in grades 5, 8, and 10.
4. **When and how will the MCAS questionnaires be administered?**  
Students in grades 5 and 8 will complete their questionnaires after completing their MCAS Science and Technology/Engineering tests in April/May. Grade 10 students will complete their questionnaires after taking their MCAS Mathematics test in mid-May. Students will respond to the survey questions and mark their answers in their answer booklets. Questionnaire answers do not affect students' MCAS scores.
5. **What will be measured in the school climate portion of the questionnaire?**  
Students will respond to questions related to three sub-dimensions and nine indicators of school climate. The sub-dimensions and indicators are:
  - engagement (relationships with teachers/staff and with other students, participation in the school community, and cultural and linguistic competence);
  - safety (physical safety, emotional safety, and bullying); and
  - environment (instruction, mental health, and discipline).
6. **Where did the school climate questions come from?**  
Questions were drawn from several publicly available resources. Three major sources were the ED School Climate Surveys developed by the U.S. Department of Education, the Program for International Student Assessment (PISA) student survey, and ESE's model student feedback surveys.



**7. What other topics will be covered on the questionnaires?**

The grade 8 and 10 questionnaires will include questions about experiences using a computer for school work. Grade 8 will also include questions on time spent on homework, while grade 10 will include questions on plans after high school and on instructional practices in their mathematics classes. The grade 5 questionnaire will only include school climate questions.

**8. How is the questionnaire designed?**

The grade 5 questionnaire includes 24 questions; grade 8, 37 questions; and grade 10, 38 questions. Beyond the topics listed above in question 6, students will respond to a set of common school climate questions that appear on all three grade-level questionnaires and to a set of questions that is unique to each grade. Across the three questionnaires, ESE will try out 71 school climate questions in total.

**9. Who participated in the development of the school climate questions?**

Over 150 students from the state Student Advisory Council and ESE's five regional student advisory councils reviewed and revised the questions for the surveys. We pilot-tested questions with diverse groups of grade 5 students to ensure the questions were at an appropriate reading level and were understandable. Members of Massachusetts Advocates for Children and the Safe and Supportive Schools Commission also provided feedback on drafts.

**10. May schools and districts choose to not participate in the questionnaires?**

Schools and districts are encouraged to participate in the questionnaires to support good data being available statewide as well as for districts. After reviewing the questions, a district or school may choose not to administer the questionnaires, based on their local policies for surveys and research.

**11. May students choose to not participate in the questionnaire?**

Student participation is voluntary. ESE recommends that schools and districts follow their usual policy for administering surveys to their students.

**12. How long will the questionnaire take?**

Based on pre-testing with students, it should take a student 10 to 15 minutes to complete a survey.

**13. How will ESE use the data?**

ESE will conduct a rigorous psychometric analysis and validity study for each questionnaire. This will determine which school climate questions function well and whether they are measuring what we had intended them to measure. ESE will also conduct research to assess if students' perceptions of their school climate are related to their achievement, attendance, and other outcomes.

14. Will schools and districts receive a report of their results?

Yes. Schools and districts will receive an aggregated summary report of their students' responses to each item, along with comparisons to statewide results. ESE intends for schools to use the data to better understand how students perceive their learning environment.

15. Are students' individual identities protected?

Yes. Schools and districts will only receive student data in aggregate. Results for questions with fewer than six students responding will not be reported to schools and districts.

16. Will the questionnaire results for schools and districts be posted on ESE's webpage?

No. Schools and districts will only receive their results through their dropboxes. A technical report and a descriptive report of the state's overall results will be posted on the Office of Planning and Research's webpage.

17. Will the data provided to schools and districts be used for accountability purposes this year?

No. We will not make any decisions about whether to include these data in our school and district accountability system until we see how the questionnaire performs and whether it generates valid, reliable results over time.





Spring 2017

# STUDENT QUESTIONNAIRE

## Grade 5

### DIRECTIONS

Mark your answers to the following questions in the box labeled Student Questionnaire on the inside back cover of your Student Answer Booklet. Please ask your test administrator for help if you are not sure where or how to mark your answers to these questions.

This questionnaire asks about what it's like to be a student in your school. There are **no right or wrong** answers. Your teachers and principal will **not see your answers**; your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

When you read each statement, **think about the last 30 days in your school**. Please **answer honestly** so your school knows how you really feel about the school.

PLEASE MARK YOUR RESPONSE TO EACH STATEMENT IN YOUR STUDENT ANSWER BOOKLET.

Think of the last 30 days in school.		Always true	Mostly true	Mostly untrue	Never true
1.	Teachers support (help) students who come to class upset.	A	B	C	D
2.	School rules are fair for all students.	A	B	C	D
3.	I am happy to be at our school.	A	B	C	D
4.	My teachers care about me as a person.	A	B	C	D
5.	In school, I learn how to control my feelings when I am angry or upset.	A	B	C	D
Think of the last 30 days in school.		Always true	Mostly true	Mostly untrue	Never true
6.	Teachers at this school accept me for who I am.	A	B	C	D
7.	I get the chance to take part in school events (for example, science fairs, art, or music shows).	A	B	C	D
8.	Students respect one another.	A	B	C	D
9.	Teachers don't let students pick on other students in class or in the hallways.	A	B	C	D

PLEASE PROCEED TO THE NEXT PAGE



## Grade 5 Student Questionnaire

PLEASE MARK YOUR RESPONSE TO EACH STATEMENT IN YOUR STUDENT ANSWER BOOKLET.

Think of the last 30 days in school.		Always true	Mostly true	Mostly untrue	Never true
10.	My teachers are proud of me when I work hard in school.	A	B	C	D
11.	At our school, students learn to care about other students' feelings.	A	B	C	D
12.	If I heard about a threat to our school or to my classmates, I would report it to an adult.	A	B	C	D
13.	I feel safe at our school.	A	B	C	D
14.	Adults working at this school treat <b>all</b> students respectfully.	A	B	C	D
15.	Students help each other learn without having to be asked by the teacher.	A	B	C	D
Think of the last 30 days in school.		Always true	Mostly true	Mostly untrue	Never true
16.	I feel comfortable talking to my teachers about something that is bothering me.	A	B	C	D
17.	If I tell a teacher or other adult at school that someone is being bullied, the teacher/adult will do something to help.	A	B	C	D
18.	My teachers help me succeed with my schoolwork when I need help.	A	B	C	D
19.	Students have a voice in deciding school rules.	A	B	C	D
20.	Students will help other students, even if they are not close friends.	A	B	C	D
21.	My teachers use my ideas to help my classmates learn.	A	B	C	D
22.	Adults at my school (for example, my school nurse, my teachers, or my principal) talk with students to help us know how to behave well.	A	B	C	D

PLEASE PROCEED TO THE NEXT PAGE

## Grade 5 Student Questionnaire

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PLEASE MARK YOUR RESPONSE TO EACH STATEMENT IN YOUR STUDENT ANSWER BOOKLET.

Think of the last 30 days in school.		Always true	Mostly true	Mostly <u>un</u> true	Never true
23.	I have been punched or shoved by other students <b>more than once</b> in the school or on the playground.	A	B	C	D
24.	Students at our school get along well with each other.	A	B	C	D

Thank you for sharing your experiences and opinions through this student questionnaire. The information you provided can help inform your school's efforts to create safe and supportive learning environments for all students. If you would like to speak with someone about the topics on this questionnaire, we encourage you to reach out to a family member and/or guidance counselor, teacher, principal, or other adult in the school.



# DOE019: Low Income Status

★ Starting this school year, districts are not required to report this low income data in SIMS. Districts can choose to report all students as 00.

★ This does not mean that districts should stop collecting free and reduced lunch forms – those are still needed in order to administer the lunch program and apply for reimbursement.



# ***PLAINVILLE PUBLIC SCHOOLS***

## ***SCHOOL COMMITTEE MEETINGS 2017/2018***

<i>August 8 22</i>	<i>February 13 27</i>
<i>September 12 26</i>	<i>March 13 27</i>
<i>October 10 24</i>	<i>April 10 24</i>
<i>November 14 28</i>	<i>May 8 22</i>
<i>December 19</i>	<i>June 12 26</i>
<i>January 9 23</i>	

*Regular School Committee Meetings are Customarily Scheduled the Second and Fourth Tuesday of Each Month and usually begin at 6:00 PM*



## PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**To:** School Committee

**From:** *DR* David P. Raiche, Superintendent of Schools

**Re:** *DR* Establishment of a Special Education Stabilization Fund Account - Discussion

**Date:** April 20, 2017

Please review DESE's advisory opinion on the establishment of a Special Education Stabilization Fund Account. It is my hope that you vote on this matter on May 9, 2017 so that I might move it forward immediately to the Board of Selectmen for consideration.

Attachment



**Posted on the DESE website by J Sullivan, Associate Commissioner:**

## **Advisory on Special Education Stabilization Fund**

Section 24 of Chapter 218 of the Acts of 2016 provides for the establishment of a Special Education Stabilization fund. The law enables municipal and regional districts to establish a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition or transportation.

### ***Establishing, funding and making payments from the stabilization fund***

In order to establish the fund the law requires a majority vote by both the School Committee and local legislative body. In the case of regional school districts the local legislative body means a majority vote of the legislative bodies in a majority of the member communities of the district. Once the fund is established, the school committee may include a separate line item in their annual budget request to appropriate monies into the stabilization fund. For regions, the amount to be appropriated to the stabilization fund is included in each member municipality's assessment and is apportioned based on the regional agreement methodology for apportioning operating costs. The balance in the reserve fund cannot exceed two percent of the annual net school spending of the school district.

Funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Selectmen or City Council or in the case of regional school districts, a majority vote of the boards of selectmen or city councils of a majority of the member communities of the district.

Other areas districts may choose to consider when establishing the fund are:

- Maximum balance in the fund
- A limit on the amount that can be expended in a fiscal year

### ***Reporting of activity in the stabilization fund***

Annual appropriations into a stabilization fund should not be reported as an expenditure on the End of Year Financial Report. There is no reporting requirement for increasing the balance in the fund.

Expenditures from the fund should be reported as an additional appropriation of the school committee in the appropriate function codes on Schedules 1 and 3 of the End of Year Financial Report. Expenditures are made directly from the stabilization fund so a transfer into the general fund is not required.

Questions about this advisory should be directed to Jay Sullivan, associate commissioner, district & school finance, at 781-338-6594 or [jsullivan@doe.mass.edu](mailto:jsullivan@doe.mass.edu).




## PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**To:** School Committee  
**From:**  David P. Raiche, Superintendent of Schools  
**Re:** Social-Media Policy - Discussion  
**Date:** April 20, 2017

For discussion purposes I have attached social-media policies from several school districts as well as the sections from our current responsible use policy which speak to the topic of social networking.

I believe our current policy does cover the creation and use of a Jackson School Facebook account; however, after reviewing the other policies I do believe we should add additional language to our current policy or create a separate social-media policy. As you review these documents, please identify key language that you would like to include as we move forward.

Attachment



## **DATA CONFIDENTIALITY**

The efficient collection, analysis, and storage of student information is essential to improving the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. It is the responsibility of all staff to use appropriate judgment and extreme caution when accessing all confidential and sensitive electronic information. This information includes staff and student personally identifiable data that is stored through school approved online storage services such as Schoolbrains, One Drive and SharePoint.

Confidential information includes any information or data that can identify a particular student. This includes not only the student's full name, but also the student's ID number, social security number, any unique logins associated with a particular student, photos, videos, geolocation data, the IP address of the student's computer, or unique identifiers associated with a mobile device belonging to the student.

All staff is strictly prohibited from disseminating such confidential information outside of the Plainville Schools local network or online storage services unless authorized by Administration and/or required by their jobs. When sharing sensitive and/or confidential documents through One Drive and SharePoint, staff must place a check next to "Require Sign-in" option whenever available.

When evaluating online educational resources with students that require setup of class roster, all staff is advised to review terms of use and/or privacy policy of these resources to ensure compliance with COPPA (Children's Online Protection and Privacy Act). Staff may also provide minimal student information such as their first name followed by first initial of their last name as an alternative. All staff must safeguard electronic student data privacy in order to be in compliance with the Family Education Rights and Privacy Act (FERPA), Massachusetts student record regulations, 603 C.M.R. 23.00 ("State Regulations") and COPPA (Children's Online Privacy and Protection Act).

## **SOCIAL NETWORKING AND DIGITAL TOOLS**

*COPPA – Children Online Privacy and Protection Act of 1998 - The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.*

The school district administrators will remind all staff concerning the importance of proper decorum in the digital world and in person, and must conduct themselves in ways that do not distract from or disrupt the educational process. The staff should follow the guidelines below and exercise good judgment when presenting themselves on social networking sites including but not limited to Facebook, Twitter, Instagram, and other digital tools.

- Staff members shall not list current Plainville School students as "friends" on networking sites.
- All e-contacts with current Plainville School students should be through the Plainville School District's computer and telephone system, except for emergency situations.



- Staff members shall not give out their personal contact information to current Plainville School students without prior approval of the Plainville School District.
- Staff members shall not engage in prejudicial or discriminatory attacks, sexual harassment or other forms of cyberbullying.
- Staff members shall not post false, defamatory, threatening, racist or disrespectful language about a person or organization. This includes, but is not limited to, the posting of inappropriate and obscene content, photographs or other such information that might result in disruption of the Plainville School District.
- Staff members shall respect the privacy of the Plainville School District community and must not divulge or post online any identifying information of any member of the school district community, particularly on personal web pages or social networking sites, without permission (including, but not limited to, names, addresses, photos, videos, email addresses, and phone numbers).
- The professional conduct of the staff is expected to extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of the Plainville School District, or members of the School District community.

### **NETWORK ETIQUETTE**

Staff members are expected to abide by the accepted rules of network etiquette. These include, but not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not disrupt the use of the network.

### **LIABILITIES**

The Plainville School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Plainville School District will not be responsible for any damages the user suffers including: loss of data resulting from delays, miss-deliveries or service interruptions caused by network disruptions or user errors or omissions. Use of information via Internet is at the users own risk. The Plainville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in

**West Fargo Public Schools  
Social Media Guidelines and Administrative Policy for District Employees**

West Fargo School District recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy. These outlets provide new opportunities to promote the school district and build relationships with multiple audiences. Although various classrooms and groups may operate their own social media outlet, all West Fargo Public Schools social media accounts are a voice for the school district.

The purpose of these guidelines is to help you to participate online in a respectful, relevant way that protects your reputation and the reputation of West Fargo School District and successfully creates an online West Fargo Public Schools community. It is an expectation that everyone follows these guidelines when using social media to communicate consistently on behalf of the school district. These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place at West Fargo School District.

For the purposes of this document, social media includes, but is not necessarily limited to, social networking and media sharing sites such as Facebook, Twitter, Instagram, Google+, Flickr, Pinterest, and YouTube. It also includes blogs, comments on web sites, Smore, discussion forums, and any other activity online involving connecting or communicating with other users.

**Affiliated West Fargo Public Schools Social Media Accounts**

All district-affiliated social media accounts must be registered with the Communications and Community Relations Department.

In order to have a school-affiliated social media account, staff members must:

- Create the account with their school-issued email address.
- Complete the social media survey and submit it to the Communications and Community Relations Department. Completion of the survey also indicates that you have read and understand the district's social media guidelines and administrative policy.

**West Fargo Public Schools Social Media Directory**

Accounts that are open to the public are compiled into a central directory to ensure continuity in social media and allow easy access to the accounts for the West Fargo Public Schools community.

In order to be added to the directory, staff members must:

- Have a completed social media survey on file with the Communications and Community Relations Department.



- Discuss their social media plan with their supervisor and consult with the Communications and Community Relations Department if necessary.
- Keep in mind that a successful social media account takes time to maintain and requires staff resources to develop engaging content. Staff members must be willing to commit for at least one year of use of the selected social media tool. Inactive accounts (accounts that have not been utilized for three months or more) reflect negatively on the school district. The Communications and Community Relations Department may request inactive accounts to be taken down.

### **Your Personal Responsibility**

We encourage responsible participation in social networking sites, subject to existing policies concerning the use of social media during work hours and other applicable policies, including, but not limited to those concerning non-discrimination, staff/student relations, anti-harassment, anti-bullying, and copyright/fair use. We ask that you carefully consider the very public forum you are participating in and act in a way that properly represents both your professional reputation and the West Fargo School District. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information. Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside, or outside, of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back.

Once a social media account has been added to the directory and become active, staff members should understand the following guidelines to ensure the best experience for everyone involved.

- **Follow the rules.**
  - Make sure you understand the policies of the social media outlet you are using. Read the terms of service before beginning so you know the rules.
  - All West Fargo Public Schools' policies apply to social media outlets. Follow copyright and FERPA laws, as well as district policies. Be aware of other laws regarding confidential information about students or employees; do not post their personal information online.
  - To align your posts with FERPA laws, review your students' FERPA permissions before posting videos and photographs. Do not identify students by their names or the names of their parents. Do not tag students or parents in your posts.



- **Make it easy for people to find you.**
  - Increase exposure for your social media account by using West Fargo Public Schools in the title and avoiding acronyms. The district utilizes its Twitter handle (@WFPSchools) and hashtag (#wfpschools) to promote our social media posts.
  - Choose a recognizable profile picture that makes it easy for users to identify and relate to your group. The Communications and Community Relations Department has the official logo packages for West Fargo Public Schools that can also be utilized.
- **Create a management method.**
  - Designate a content manager for your social media account (this is oftentimes the principal, teacher or coach). Create a flexible schedule for posting timely content that is relevant to your audience. To develop a consistent flow of content, determine when and what you will post.
  - In some instances, it may be appropriate for students to be content managers for the social media account. However, all content posted is still the responsibility of the adult supervisor.
- **Manners matter.**
  - The content that you post reflects on the school district. Post respectfully and responsibly. Use correct grammar and write in complete sentences when possible. If you are ever unsure about the appropriateness of material to share on social media, check with your supervisor. If still unsure, contact the Communications and Community Relations Department.
  - You should also be mindful that everything you post is public and that once something is posted, you cannot take it back. In most instances, deleting content will not make it disappear; deleted content can still show up in online searches. With just the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
- **Post content that is meaningful and relevant.**
  - Think about how the content might advance your initiatives and goals. Keep content fresh. Provide regular and timely updates, but don't overdo it. Keep in mind what is appropriate for the specific social media outlet that you are using.
  - Consider having an annual maintenance plan to ensure all photos, content, access and administrative privileges are accurate and updated.
  - Interact with users. Post content that encourages feedback and positive interaction. When possible and appropriate, include visual content — such as photos and videos — to increase engagement. Be friendly, helpful and informative. Connect users with resources. Link back to content throughout the district website to drive traffic back to WFPS.

- **Be Accurate.**
  - Make sure you have all the facts before you post. Double-check everything for accuracy. Link to your sources when you can and give credit where credit is due. Correct errors quickly and visibly. Posts often include timestamps and users will be able to see how quickly you respond.
- **Focus on West Fargo Public Schools.**
  - Do not comment on other institutions or legal matters. It is likely that people will post negative comments on your social media outlet, but you should respond to them professionally. Be respectful of others' opinions and do not suppress disagreement. Use it as an opportunity to correct misinformation and turn a negative into a positive.
  - Delete profanity and other offensive content. Consider posting the language below, or something similar, on your social media account to inform users of your expectations for use:

*West Fargo Public Schools welcomes participation through our social media channels and encourages you to interact with us often. We hope to provide a forum for dialogue among the many diverse voices of our district and we encourage comments about the content you find here. Posts containing personal attacks, profanity, nudity, hate speech or illegal material are prohibited. We reserve the right, at our discretion, to remove any post or to revoke a user's privilege to post to our page. Please be aware that we cannot immediately review every comment posted on the page. Opinions expressed in non-WFPS posts are not necessarily those of the district and its employees, and we cannot guarantee the accuracy of these posts. Posts are to be used only for noncommercial purposes. You may not solicit funds or promote commercial entities. All content posted by WFPS is the property of WFPS and is subject to copyright laws.*

- **Customize posts for the social media outlet you are using.**
  - It is OK to post about the same topic on multiple outlets, but tailor the text for the audience. Mix it up. Make the posts different to avoid repetition. Do not link status updates to post automatically from one social media account to another.
- **Track your success.**
  - Analyze and organize your content to improve your social media account. Use analytic tools to assess your progress and keep track of posts that users respond to positively.



For additional information regarding this policy, or the use of social media in your classroom or building, please contact the Communications and Community Relations Department.

Stephanie Hansen  
Communications & Community Relations Specialist  
[shansen@west-fargo.k12.nd.us](mailto:shansen@west-fargo.k12.nd.us)  
701.356.2000

Heather Konschak  
Community Relations Coordinator  
School Safety and Security Coordinator  
[hkonschak@west-fargo.k12.nd.us](mailto:hkonschak@west-fargo.k12.nd.us)  
701.356.2000

*Adopted: 06/29/15  
Reviewed: 04/28/16  
Revised:*

## **Social Media Guidelines for Staff**

<http://bloomingtonschools.info/SocialMediaGuide>

The Bloomington Public School District recognizes the importance of using social media as a communication and learning tool. The purpose of these guidelines is to assist District employees in navigating the appropriate use of social media tools in their professional and personal lives. Social media includes websites and applications where end users share and create content and includes blogs, wikis, podcasts, virtual worlds and social networks.

All staff are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put you in violation of existing District policy and at risk of disciplinary action.

- **You are Always a School Employee**

The lines between public and private, personal and professional are sometimes blurred in the digital world. Even when you have a disclaimer or use a different username, you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the district in what you do and say online.

- Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.
- Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and can be forwarded or shared in just a few clicks.

- **Be Professional**

Represent the district values of respect, responsibility, integrity, citizenship, honesty and teamwork. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos.

- Respect copyright and fair use guidelines. Be sure to cite your source when quoting and use Creative Commons\* licensing when possible.
- Do not use any school logo or image without permission from the district's Community Relations Office.
- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate. Even though damage may be done, it is best to admit your mistake and correct it.
- Be cautious about posting personal video. Video is an especially rich form of communication that often tells more about you than you might realize. Assume the video you post is public and will be viewed by everyone in your personal and professional worlds.



- **Respect Others and Ensure the Safety of Students**

Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the district in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense.

- You are responsible for what you post publicly, so be certain it is accurate and supports, or remains neutral of your organization. If you are about to publish something that makes you hesitate, wait a day and talk to a colleague or supervisor. Once posted you can't take it back.
- Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors.
- Permission should be sought when posting photos or movies of fellow employees when possible. Permission should be sought when posting photos or movies that single out or personally identify a student.

- **Manage Staff/Student Relationships Carefully**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Do not fraternize with students as though they are your peers or friends.

- Unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.
- Inappropriate or offensive content posted to social networks by employees and viewed by students, parents or other staff may be investigated by school and district officials and, if warranted, may result in disciplinary action.
- School email is not private. All communications by employees to students or parents at any time from any email system shall be expected to be professional. Email between employees and students and parents shall be done through the school provided email application and must conform to school email policies.

- **Help Build our Community**

Write what you know, be accurate, and add value to the discussion. A district's most valuable asset is its staff represented by its people and what you publish may reflect on the school.

- Speak in the first person with your own voice and perspective.
- Post regularly. Readers won't have a reason to follow you if they can't expect new content regularly. Respond to other's posts. Answer questions; thank people even if it's just a few words. Make it a two-way conversation.
- Online posts should be well written. Write for your immediate purpose, but also for a worldwide audience by following writing conventions including proper grammar, capitalization, and punctuation.

- **Personal Use**

The line between professional and personal relationships can be blurred within a social media context. Employees should exercise good judgement and common sense while maintaining their professionalism as a District employee.

- Do not use District contact information (email, address, phone, etc.) when using social

media for personal use.

- Do not connect with students via personal social media. Doing so puts you in a teacher-student relationship.
- Do not use district equipment or the district network as primary tools for maintaining personal accounts.

- **Classroom Use**

Social media networks are powerful teaching and communication tools that can add great value to classroom instruction. Teachers are encouraged to use social media tools where appropriate in addressing an educational goal of the classroom.

- Inform your supervisor (or designee) when creating social networks for classroom use and make sure parents are aware of the use and educational purpose.
- Use district contact information (email, address, phone, etc.) for creating and maintaining accounts, including student accounts.
- Abide by the user guidelines set by the social media site including account age requirements.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.

- **Other Uses - Coaches, Advisors, Fundraisers, Programs**

Social media networks can be helpful for groups in interacting and sharing information.

- Inform your supervisor (or designee) when creating social networks for any school-related use.
- Use district contact information (email, address, phone, etc.) for creating and maintaining accounts.
- Be proactive by stating clearly that the network you create is school related.
- Abide by the user guidelines set by the social media site including account age requirements.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.
- Consult with the Community Relations office if further guidance as needed.

## **References**

Social Media Guidelines for Schools Wiki - <http://socialmediaguidelines.pbworks.com>

Intel Social Media Guidelines - [http://www.intel.com/sites/sitewide/en\\_US/social-media.htm](http://www.intel.com/sites/sitewide/en_US/social-media.htm)

Creative Commons Information - <http://creativecommons.org/>



# Social Media Guidelines

Davis School District

Related DSD Policy 7SS-003

# Davis School District

## Social Media Guidelines

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### A. *WHAT IS SOCIAL MEDIA?*

Social media includes online electronic tools to help students, parents, teachers, and school employees communicate effectively. Specific examples of popular social media tools include: image sharing (Flickr, Picasa, Photobucket), video sharing (YouTube, MyDSD, Ustream), social networking (Facebook or Twitter), blogs (DSD Blogs, blogger, blogspot), wikis, and discussion boards. Davis School District (District) recognizes both the educational value and dangers of social networking sites.

#### **School Related Social Media**

School related social media includes:

- Employee created or maintained social media whose recipients or participants include students or parents whom the employee knows primarily by reason of the employee's employment;
- Social media created or maintained by an employee at the direction of his/her supervisor or in furtherance of his/her employment responsibilities with school equipment or resources; or
- Social media created or maintained by a student at the direction of an employee or as an assignment given by an employee with school equipment or resources.

#### **Personal Social Media**

- Nothing in this policy shall prohibit personal or private social media use by employees acting outside of the scope of their employment using personal technology. Likewise, nothing in this policy shall prohibit personal or private social media use by students outside of the school environment using personal technology.
- Creation of or access to personal social media by students or employees which creates a disruption or an eminent risk of substantial disruption to the school environment may result in disciplinary action or referral to law enforcement.
- Employees who maintain personal social networking sites shall not allow District students to access their personal sites, excepting members of immediate family.
- Employees should restrict the use of personal technology and social media for personal purposes to non-work times or hours. Any duty-free use must occur during times and in places that the use will not interfere with job duties or otherwise be disruptive to the school or working environment or its operation.

### B. *GENERAL GUIDELINES*

The general guidelines of etiquette for employees, parents, or students who use school related social media include:

- Be aware of and comply with the District Acceptable Use Agreement.
- Be aware of and comply with the District Internet Publishing Guidelines.
- Be aware of the permanency of the Internet and think before you post. Once something is sent out, it may be permanent and unable to be retracted.
- Act responsibly since everything online may be accessible to the public.
- Treat others with respect, protect confidential information and the rights of others, and obey copyright law.
- Post positive, meaningful, and thoughtful comments.
- Disagree courteously, without disparaging comments.
- No photos of students obtained through District resources may be loaded on personal pages. Student photos posted on school related social media must not contain the student's name.
- District employees must not "friend" students on personal social media; and must avoid overly personal emails, texts, or communications with students on school related social media, excepting members of immediate family.

### C. *EMPLOYEES AND SOCIAL MEDIA*

To protect District employees, students, parents, and District resources, the District requires all employees who access or create social networking sites through District resources to abide by the following:

- Access to social media sites using school resources should be for instructional purposes directly related to employment responsibilities and/or educator's curriculum.
  - What is written should provide value by being thought-provoking and build a sense of community.



- What is written should help people improve their knowledge and skills, solve problems, or understand situations.
- Only comment on things about which you are well informed.
- What is written should invite discussion without inflaming others or demeaning them.
- Different points of view are appropriate if they are expressed with respect for others.
- Be honest in your communication and clear about your role.
  - Clearly identify yourself as an employee/educator
  - If you have a vested interest in what is being discussed, identify it.
- Establish and maintain a professional image.
  - Post only what you want the world to see; even in private sites, “friends” may copy your post and then make it public.
  - Write the way you would speak in your professional assignment.
  - Adhere to the standards of professional practice and maintain appropriate school relationships at all times.
  - Maintain a public, professional relationship with students and their parents.
- Do not violate privacy, confidentiality, or legal guidelines.
  - Protect yourself and others by not revealing private, confidential, or sensitive information.
  - All use of social media must comply with privacy requirements of FERPA and GRAMA.
  - Personally identifiable student information, including photographs, shall not be included in personal social media. Ask permission before posting pictures or videos of others.
  - Pictures and videos of students are education records and require parent notification of directory information prior to posting. Additionally, any posting of a student photo or video may not include the student’s name.
  - Never comment on anything related to legal matters or litigation.
- Report inappropriate online behavior.
- Take responsibility to ensure that student posts which violate laws or school policies are removed immediately and appropriate disciplinary action is taken.

#### ***D. STUDENTS AND SOCIAL MEDIA***

To maintain a safe and productive learning environment, the District requires all students who access or create social networking sites through District resources to abide by the following:

- If something you are about to post makes you uncomfortable, take a minute to consult with others.
- Do not bully others online.
- Be open offline about what you experience online. Report inappropriate online behavior.
- Maintain proper professional relationships with any school employee.
- All statements must be true and not misleading.
- Only comment on things about which you are well informed.
- Do not violate privacy, confidentiality, or legal guidelines.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures or videos of others.
- Maintain consistent, acceptable behavior online and offline.

#### ***E. PARENTS AND SOCIAL MEDIA***

Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

- Monitor your child's use of social media.
- Talk frankly to your child about proper online relationships and behaviors.
- Be friends with your children online in order to view your child’s online posts.
- Be involved and aware.
- Report inappropriate online behavior.



# PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**Date:** April 12, 2017

**To:** Ellen M. Robertson, Town Clerk  
**From:** David P. Raiche  
Superintendent of Schools  
**Re:** School Committee Organization – Vote at the April 11, 2017 School Committee Meeting

On April 11, 2017 the School Committee voted a reorganization of the Committee as follows:

Chairman	Amy Abrams
Vice Chairman	Linn Caprarella
King Philip Representative	Charlene McEntee
Finance Subcommittee Representative(s)	Charlene McEntee Amy Abrams
Sick Leave Bank Representative	Javed Ikbal
New Member Orientation	Charlene McEntee
MASC Delegate Representative	Maggie Clarke
MASC Alternate Representative	Linn Caprarella
Negotiations Team Representative(s)	Linn Caprarella Maggie Clarke
Federal Relations Network Representatives*	Charlene McEntee Linn Caprarella
Town Building Committee Designee	Maggie Clarke
Wellness Committee Representative	Javed Ikbal
Communications Representative(s)	Amy Abrams Javed Ikbal
Appointment of School Attendance Officer	Edward Clarke
Appointment of Truancy Officer	Scott Gallerani
Appointment of School Physician	Dr. Christopher Giuliano

\* Appointed by MASC Executive Committee

Cc: School Committee  
Phyllis Clayman and Jennie Ryan, PEA Co-Presidents



Plainville Public Schools												
Food Service Program 2016/2017												
Summary Profit and Loss Statement												
	1	2	3	4	5	6	7	8	9	10	11	12
	2016						2017					Year
	july	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun
		1	21	19	18	17	20					
Revenue:			0									107,371.37
Student lunch	169.75	\$4,045.00	19648.36	\$13,371.25	\$12,228.35	\$13,506.92	\$17,205.66	\$10,108.75	\$17,087.33			16,949.66
A-la-carte			\$3,111.00	\$2,800.25	\$2,146.30	\$2,073.71	\$2,416.50	\$1,698.00	\$2,703.90			1,920.75
Adult lunch			\$246.75	\$293.25	\$241.00	\$256.25	\$272.75	\$256.75	\$354.00			5,944.88
Other			\$4.00	\$1,296.00	\$1,066.00	\$2,591.13	\$751.50	\$170.25	\$66.00			2,858.54
Reimb-State	276.98		\$17.58	\$491.22	\$444.12	\$411.96	\$422.94	\$479.76	\$313.98			58,140.86
Reimb-FED			\$193.14	\$11,666.92	\$10,349.21	\$9,668.85	\$9,095.11	\$10,564.96	\$6,602.67		0.00	0.00
Total Revenue	446.73	\$4,045.00	\$23,220.83	\$29,918.89	26,474.98	28,508.82	30,164.46	23,278.47	27,127.88			193,186.06
Expenses:												
Food			\$10,086.76	\$7,079.29	\$12,020.04	\$6,012.58	\$9,496.72	\$8,910.62	\$10,508.78			64,114.79
Labor			\$11,135.54	\$12,699.64	\$12,232.77	\$18,107.26	\$10,879.24	\$12,222.25	\$10,789.32			88,066.02
Supplies			\$977.84	\$1,025.09	\$1,256.59	\$293.90	\$1,440.64	\$1,067.35	\$1,212.29			7,273.70
Equipment Repairs			\$1,034.20	\$309.00	\$1,471.25	\$497.00	\$508.12		\$0.00			3,819.57
Professional Devmt							\$190.00					190.00
Other			\$1,459.50	\$621.02	\$712.60	\$1,957.38	\$16.80	\$312.35	\$333.48			5,413.13
Total Expenses	\$0.00	\$0.00	\$24,693.84	\$21,734.04	27,693.25	26,868.12	22,531.52	22,512.57	22,843.87	0.00	0.00	168,877.21
Profit (loss)	\$446.73	\$4,045.00	-\$1,473.01	\$8,184.85	-\$1,218.27	\$1,640.70	\$7,632.94	\$765.90	\$4,284.01	\$0.00	\$0.00	24,308.85
Cumulative	\$446.73	\$4,491.73	\$3,018.72	\$11,203.57	\$9,985.30	\$11,626.00	\$19,258.94	\$20,024.84	\$24,308.85	\$24,308.85	\$24,308.85	\$24,308.85
Opening cash balance	\$59,267.47					\$0.00						\$59,267.47
Profit (loss)	\$446.73	\$4,045.00	-\$1,473.01	\$8,184.85	-\$1,218.27	\$1,640.70	\$7,632.94	\$765.90	\$4,284.01	\$0.00	\$0.00	\$24,308.85
Ending cash EOM	\$59,714.20	\$4,045.00	-\$1,473.01	\$8,184.85	-\$1,218.27	\$1,640.70	\$7,632.94	\$765.90	\$4,284.01	\$0.00	\$0.00	\$83,576.32
\$ on acct Jackson				\$7,413.61	\$7,287.80	\$7,871.15	\$7,807.59	\$7,649.64	\$8,411.81			
\$ on acct Wood				\$5,681.94	\$5,355.21	\$5,684.56	\$5,862.09	\$3,657.09	\$6,231.14			
Negative balance				\$4,237.84	\$4,880.20	\$3,061.69		-\$2,856.35	-\$2,903.45			
% of Revenue												
Food	0.0%	0.0%	43.4%	23.7%	45.4%	21.1%	31.5%	38.3%	38.7%	na	na	33.2%
Labor	0.0%	0.0%	48.0%	42.4%	46.2%	63.5%	36.1%	52.5%	39.8%	na	na	45.6%
Supplies	0.0%	0.0%	4.2%	3.4%	4.7%	1.0%	4.8%	4.6%	4.5%	na	na	3.8%
Equipment Repairs	0.0%	0.0%	4.5%	1.0%	5.6%	1.7%	1.7%	0.0%	0.0%	na	na	2.0%
Professional Develop	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	na	na	0.1%
Other	0.0%	0.0%	6.3%	2.1%	2.7%	6.9%	0.1%	1.3%	1.2%	na	na	2.8%



[illegible]



## **Annual Report for the Plainville Public Schools For the Year Ending June 30, 2016**

Dear Community Members,

We are pleased to present the Annual Performance Report of the Plainville Public Schools for the period July 1, 2015 through June 30, 2016. This report offers factual information that highlights the accomplishments and challenges of our elementary district in the following areas: district and school performance, district and school planning, student performance, staff performance, academic support and enrichment, and parent/community satisfaction.

### District and School Performance

The mission of the Plainville Public Schools is to promote lifelong learning throughout the community and to prepare students to become responsible, contributing members of a changing society by providing a challenging, rigorous educational program.

- **English Language Arts**  
In the area of writing 100% of kindergarten students met the district goal of improving their writing performance by 2 or more levels with an average increase of 3.1 levels per student. The district goal was also surpassed in grades 4-6 where 77% of the students improved their writing by 5 or more points with an average increase of 6.7 points per student. In the area of reading students in grades 3-6 achieved a growth percentile of 60.0 which is considered above average on the state assessment. The district improvement goal for special education students in grades 3-6 was also met. In addition students who received English as a second language support scored at the highest levels over the past four (4) years in the sub-areas of listening, reading, oral language, literacy and comprehension.
- **Mathematics**  
In the area of mathematics students in grades 3-6 met the district proficiency goal and special education students in the same grades surpassed the district goal.
- **Class of 2016**  
75% of the members of the Class of 2016 met or exceeded the criteria needed to demonstrate proficiency in English Language Arts and 68% of the class met or exceeded proficiency in the area of mathematics. Also, when comparing our grade 6 students to test takers across the state, our students demonstrated above average growth in English Language Arts and exemplary level growth in mathematics on the state assessment.
- **Accreditation**  
The New England Association of Schools and Colleges reviewed and accepted the district's two (2) year progress report. They also voted to continue our accreditation in April 2016.

### District and School Planning

The Plainville school district successfully implemented year five of its 5-year district plan. In doing so it continued to address the plan's four (4) major areas:

1. Assessment, Curriculum and Instruction;
2. Professional Development;
3. Parent and Community Involvement and Communication, and
4. Physical Facilities.

The district held two (2) successful Walk-to-School events with over 300 students, parents, and staff included on each walk.

As part of our four-year technology plan, we continued to move towards the use of mobile technology throughout the district. Approximately three hundred (300) new tablets and notebooks were added to classrooms, replacing aging desktops. New-age interactive display panels were introduced in each school and the strength of our wireless network was increased considerably with the addition of wireless hives and replacement switches.

The district also introduced a new student performance reporting tool (report card). Teachers representing all grade levels and Kate Campbell, Principal, Anna Ware Jackson Elementary School, created new standards-referenced progress reports and report cards. Parent and teacher input was collected via a survey tool and adjustments were made based upon the feedback collected. Parents and teachers feedback will also be collected next spring to ensure successful communication and further adjustments, if warranted, will be made.

Presenters from Science from Scientists worked with our fifth grade students throughout the year and over 50 employees from EMC spent 2 days at Jackson School connecting real life opportunities and job skills with students in grades kindergarten, one, two and three.

Plainville also held its second Career Fair Expo. Every grade five and six student attended three (3) presentations led by business men and women representing a wide range of occupations. What a special event this turned out to be.

### Student Performance

At the Jackson School school-wide community meetings were held twice a week to promote school unity. Movement and music highlighted many meeting events and over the course of the year numerous students and staff received recognition for a variety of wonderful deeds.

Grade 5 held an Entrepreneur Fair. Students worked in pairs to identify services that would benefit the townspeople. Research, product development, and marketing were required elements of the project. The project was part of a financial literacy unit of study which culminated in a public display of amazing work.



A number of grade 6 students also served as peer mentors in the Special Olympics program last spring. After attending several after-school training sessions they accompanied the Special Olympians to their special event and all celebrated a great day of sportsmanship.

Student activities and work from Jackson and Wood Schools were also showcased during Plainville Pride Night. All who attended enjoyed a relaxing, enjoyable family evening.

#### Staff Performance

Fourteen (14) teacher teams participated in the district's goal-based Teacher Mentor Program and sixteen (16) staff members completed certification training as Safety Care Specialists. Twenty-eight (28) teachers also completed a workshop series on effective strategies for educating English language learners.

Plainville also joined a regional professional development group (Local Staff Development Opportunities) consisting of eleven (11) local districts. This enabled us to better meet the learning needs of our specialist (art, music, physical education world language, etc.) staff. Also, our professional learning partnership with King Philip, Norfolk and Wrentham continues to grow exponentially.

#### Academic Support and Enrichment

Before and after-school enrichment programs were offered twice during the school year. Well over four hundred (400) students (55% of the student population) participated in the various activities. Approximately one hundred and fifty (150) students received special education and/or English-as-a Second Language services.

Thirty-three (33) students also received social support through the district's Student Mentor Program. Two exciting events allowed teachers mentors and students to celebrate their special relationship publicly.

#### Parent/Community Satisfaction

Parents were invited to monthly Principal Coffee Hours throughout the year. The Special Education Parent Advisory Council and the Parent Teacher Organization (PTO) also met monthly. Senior volunteers, once again, held weekly cribbage matches and an end-of-year tournament while many parents and veterans attended special Veteran and Memorial Day assemblies and the annual Wood School Tea and Crumpet Show.

The Plainville Fire Department also continued to provide our students with fire prevention and safety information and all sixth grade students successfully completed the CPR certification course.

Family Math Nights were held in each school and were very well attended. The district also formed a family-school-community partnership team, comprised of parents, community members, staff, administrators and school committee. This group began the development of a framework to better engage and involve families and the community in supporting students, staff and families. Our across-the-street neighbor, Village Green, presented the district with a \$2,500.00 check as part of its Good Neighbor program. It also

constructed a school garden for Jackson School. The funds will help support playground upgrades.

In closing, we would like to extend our thanks to the town of Plainville for its outstanding support. Plainville has a long history of supporting students, and we remain committed to provide each student with an excellent educational experience.

Respectfully submitted,

Amy Abrams Chair  
Plainville School Committee

David P. Raiche  
Superintendent of Schools  
Plainville Public Schools



**School Officials**  
(2015/2016)

Mr. Javed Ikbai	Telephone: 617-780-9052	Term expires: 2016
Mrs. Linn Caprarella	Telephone: 508 699-2817	Term expires: 2016
Mrs. Amy Abrams	Telephone: 508-269-0611	Term expires: 2017
Mrs. Charlene McEntee	Telephone: 508 269-7257	Term expires: 2018
Mrs. Maggie Clarke	Telephone: 508-695-8385	Term expires: 2018

Meetings of the School Committee are held in the  
Beatrice H. Wood School Learning Commons  
on the second and fourth Tuesday of each month

Superintendent of Schools  
David P. Raiche

Superintendent's Office	508 699-1300
Beatrice H. Wood Elementary School	508 699-1312
Anna Ware Jackson Elementary School	508 699-1304

Authorized to Issue Work Certificates:  
David P. Raiche, Superintendent

School Physician	Dr. Christopher Giuliano	Telephone: 508 543 6306
Attendance Officer	Edward N. Clarke	Telephone: 508 699 1309

School Sessions: (2015/2016)		
Integrated Pre-School	(Morning Session)	8:40 a.m. to 11:10 a.m.
Integrated Pre-School	(Afternoon Session)	12:15 p.m. to 2:45 p.m.
Full Day Kindergarten and Grades 1 through 6		8:40 a.m. to 3:05 p.m.

No School or Delayed Opening news will be given over TV/Radio Stations:

WBZ Radio- 1030 AM  
WPRO Radio - 630 AM  
WCVB-TV Channel 5, WPRI-TV Channel 12  
WBZ-TV Channel 4, WJAR-TV Channel 10, WXFT-TV FOX 25

**School Budget for the School Year  
FY2016 (2015/2016)**

	<b>Accounts</b>	<b>Amounts</b>
1000	Administration	\$ 370,462
2000	Instruction	6,066,801
3000	Other School Services	714,447
4000	Operation & Maintenance of Plant	691,199
9000	Payments to Other Districts	<u>603,187</u>
	<b>TOTAL SCHOOL BUDGET</b>	<b>\$8,446,096.00</b>

**Town Received On Account of Schools**

	<b>FY2016 2015/2016</b>
Chapter 70 State Aid	<u>\$2,824,581</u>
<b>Total Receipts from Outside Sources</b>	<b>\$2,824,581.00</b>

**Additional Receipts  
For FY 2016 (2015/2016)**

State School Lunch Reimbursements	\$4,432
Federal School Lunch Reimbursements	\$97,315
Title I Grant	56,951
Sped Early Childhood Grant (Preschool)	8,340
Federal Sped Entitlement Grant	174,631
Early Childhood Sped Program Improvement	2,000
Sped Program Improvement	5,779
Teacher Quality	10,344
Kindergarten Enhancement Program Grant	42,680
<b>TOTAL</b>	<b>\$402,472.00</b>