

Agenda

Plainville School Committee Meeting
Tuesday, February 27, 2018
6:00 PM
Wood School Learning Commons
72 Messenger Street, Plainville, MA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - a. February 13, 2018, Regular Session Minutes (Vote Required)
3. SHOWCASE
4. COMMENTS BY CITIZENS AND FACULTY
5. COMMUNICATIONS AND AUDIENCES
6. COMMENDATIONS
7. 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)
 - f. Sick Leave Bank Committee (Mr. Ikbal)
 - g. Wellness Committee (Mr. Ikbal)
8. RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES
 - a. Appointment
9. SUPERINTENDENT'S REPORT
 - a. Book Study
 - b. Curriculum Update
 - c. Scheduling of Parent-Teacher Conferences
10. OLD BUSINESS
 - a. Digital Signage (Vote to be taken)
11. NEW BUSINESS
 - a. **PUBLIC HEARING** FY2019 School Budget
 - b. BayState Textiles, Gift of \$20.00 (Vote Required)
 - c. Revised FY2018 Budget (Vote Required)
 - d. New Policies (Vote Required)
 - File GBEBD, Online Fundraising and Solicitations-Crowdfunding and
 - File ILD, Student Submission to Educational Surveys and Research

6:15 PM

Over

- e. Revised Policy: File EFDA, Food Service Account Management (Vote Required)
- f. Superintendent's Mid-Year Report on Student Learning, Professional Practice and District Improvement Goals
- g. Legislative Update
- h. Any item(s) not anticipated at the time of posting

12. INFORMATION

- a. Facilities/Maintenance/Custodian Job Description

13. EXECUTIVE SESSION

14. ADJOURNMENT

15. FUTURE AGENDA ITEMS

- a. School Calendar for 2018/2019 (March 13, 2018)
- b. Discuss results of the School Committee self-evaluation (March 13, 2018)
- c. Discuss results among school committee members of the Superintendent's evaluation (March 13, 2018)
- d. Discuss in open session the results of the Superintendent's evaluation (March 27, 2018)
- e. School Committee reorganization (April 10, 2018)
- f. School Committee meeting dates for 2018/2019 (April 24, 2018)
- g. School Choice vote (May 8, 2018)
- h. Appointment of District Representative to Bi-County Collaborative Board of Directors (May 22, 2018)
- i. Calendar Committee (TBD)
- j. What Districts Need To Do Re: ESSA (TBD)
- k. Procurement Card Update (TBD)

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 SCHOOL COMMITTEE MEETING
Minutes of February 13, 2018

Regular Session

CALL TO ORDER

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

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

APPROVAL OF MINUTES

MOTION by Linn Caprarella seconded by Maggie Clarke to approve the January 23, 2018 regular session minutes as presented. So voted.

SHOWCASE

None.

COMMENTS BY CITIZENS AND FACULTY

None.

COMMUNICATIONS AND AUDIENCES

Mrs. Abrams reported that members of the school committee received an email from Dru Proctor, administrative assistant from the Plainville Town Hall, which came from one of the King Philip working groups. She wanted it noted that no one from the school committee was directly consulted with regard to the information they collected.

COMMENDATIONS

None.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

a. King Philip School Committee-Mrs. McEntee

Mrs. McEntee reported that King Philip School Committee is meeting this evening at 7:00 p.m. She was unable to attend the last meeting; however, some of the agenda items discussed were the superintendent search (three finalists—with one to be chosen soon) and budget.

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

Nothing.

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

Nothing.

d. Communications Subcommittee-Mrs. Abrams, Mr. Ikbal
Nothing.

e. Town Building Committee-Mrs. Clarke

Mrs. Clarke reported that the last meeting was held Tuesday, February 6, 2018. The project is an additional six days behind schedule which makes the project 26 days delayed. They are beginning to pick out furniture for the buildings.

f. Sick Leave Bank Committee-Mr. Ikbal
Nothing.

g. Wellness Committee-Mr. Ikbal

Mr. Clarke said the Walk to School event scheduled for tomorrow, February 14, 2018, has 90 students registered to walk. Students are asked to bring a food item for the new in-house food bank. In addition Mr. Clarke went to DESE last week and obtained protein bars and backpacks which had been donated. Mrs. McEntee asked how many students customarily walk, and Mr. Clarke said usually about 150-175 students walk; however, since this is the first winter walk, he thought 90 students was a considerable number.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

a. Transfer:

Deborah Maw, Instructional paraprofessional in grade one **TO** Long-term substitute grade 6 teacher, effective February 5, 2018 (to cover a maternity leave)

SUPERINTENDENT'S REPORT

a. Cycle I Enrichment Update

Stacey Haven, who is the enrichment coordinator for 2017/2018, was given 'kudos' by Superintendent Raiche; 204 students participated in Cycle I enrichment programs and Cycle II will be held in March/April. The activities that students participated in during Cycle I were Active Kids, Basketball, Bedazzled, Coding, CSI, Flag Football, STEM, 3D Modeling, Wood's Got Talent, and Yoga.

b. Town of Plainville's Designation as a Green Community

Superintendent Raiche shared a letter that Rob Rose, Chair of the Plainville Selectman, received. The Town of Plainville has been designated as a Green Community and as a result, has been awarded a grant of \$144,025. Supt. Raiche has met with Town Administrator, Jennifer Thompson, and she would like to allocate the funds to the school department, since the town is in the midst of building their new safety/town building and the grant funds must be used during the time frame January 1, 2018 through December 31, 2018. Supt. Raiche is planning to conduct a comprehensive engineering study of the heating systems at Jackson and Wood schools and also will inquire about interior and exterior lighting at both schools.

c. DESE Update on Accountability

Superintendent Raiche shared the MASC Bulletin from January 2018 which speaks to the issue of accountability changes coming from DESE regarding the MCAS scores. The placement of schools by levels (1-5) is being eliminated and other measures such as chronic absenteeism may now be included in future accountability measures.

d. DRAFT School Calendar for 2018/2019

Superintendent Raiche shared the draft school calendar proposed for 2018/2019. He would like the Committee to review it and take a vote of approval at their next meeting. Staff would start on Monday, August 28, 2018 and students would start on Tuesday, August 29, 2018 and there is NO SCHOOL on Friday, August 31, 2018. This proposed calendar is similar to the proposed calendars for Wrentham and Norfolk, in particular for inservice days. The calendar for King Philip is not yet available. He plans to meet this Friday with the PR&R to discuss the proposed dates for teacher/parent conferences

e. Universal Screening Data—Mid-Year Report:

Superintendent Raiche shared information on the Universal Screener used at the beginning of the year and mid-year. The percentage of students in the high risk area range from 5% to 9%, moderate risk range from 7% to 14% and low risk range from 72% to 86%. He did note that students did move from low to moderate and visa versa during this time period.

f. Teacher Equity Gaps in Massachusetts

Superintendent Raiche shared a document from DESE on Equitable Access to Excellent Educators. DESE is trying to ensure that all students receive equitable access to great educators. They are using data from DESE resources to close the gap. Supt. Raiche said that he reviewed the 5-year Plainville summary report and that all our scores are below the 1.5 threshold, thus we have no issues to address at this time. If a district is reported as having equity gaps, then the district must develop a plan to remedy.

g. Budget History FY2015-2017

Superintendent Raiche shared a three-year budget history document that was prepared by Caron Ketchum, School Business Administrator. This document was sent to the King Philip Parent Budget Advisory Committee, which requested said information.

h. Building Temperatures

Superintendent Raiche reported that the district has had building temperature issues, particularly at the Jackson School in early January. Mr. Stone, Maintenance Director, is now coming to work at 5:00 AM to ensure that the boilers are working and that heat will be in the buildings by the time students and staff arrive at work. Set points in the Jackson School have been changed to always be in occupancy mode, at least through the remainder of winter. In addition, he became aware that the Department of Education and Department of Labor have regulations for temperatures in school buildings—68 degrees to 72 degrees.

OLD BUSINESS

a. Digital Signage Discussion and Possible Vote

Superintendent Raiche and the Committee discussed the implementation of digital signage for the foyers of the school buildings. He shared an article from a school facility magazine advocating for digital signage. The cost is approximately \$7,000; he anticipates using \$500 from the gift account and \$6,500 from the BICO rollover account. He also recommends adding \$2,400 to the regular budget to pay for a stipend for the individuals to monitor the signs (one person at each school); part of this amount will be for the person monitoring the Facebook page. Discussion ensued and the decision on whether to implement digital signage will be determined at the next school committee meeting.

NEW BUSINESS

a. Acceptance of \$500 from Mobil-Exxon Alliance Energy (Vote Required)

MOTION by Linn Caprarella seconded by Javed Ikbal, to approve the \$500 check from Mobil Exxon Alliance Energy for the Gift Account and to be used by Jackson School for supplies for the MakerSpace. So voted.

b. Acceptance of Office Supplies from the Plainville Historical Commission (Vote Required)

MOTION by Linn Caprarella seconded by Maggie Clarke, to accept the gift of office supplies from the Plainville Historical Commission. So voted.

c. BayState Textiles, Gift of \$25.00 (Vote Required)

MOTION by Linn Caprarella seconded by Maggie Clarke, to accept the gift of \$25.00 from BayState Textiles to use in future technology purchases. So voted.

d. FY2018 Grant Update (Vote Required)

MOTION by Maggie Clarke seconded by Linn Caprarella, to accept the updated FY18 grants of \$3,700 from the Mass. Cultural Grant (for Science Residency) and \$600 from the Plainville Cultural Grant (for Staff Wellness). So voted.

e. Job Description: Facilities/Maintenance/Custodian (Vote Required)

Superintendent Raiche informed the Committee that this position is open and it has been difficult to attract candidates with HVAC certification to apply for the position. As a result, he is requesting that the word required be revised to preferred for the bullet "Valid Massachusetts unrestricted HVAC license preferred". The bullet item, "Experience and/or engineering license/degree preferred" was deleted from the job description. The bullet, "Must have HVAC experience" was added.

MOTION by Linn Caprarella seconded by Charlene McEntee, to approve the revised job description for the Facilities/Maintenance/Custodian as presented. So voted.

f. Presentation: Consolidated Program Review Report-Mr. Clarke

Mr. Clarke presented an overview of the recently received consolidated program review received from DESE. Three areas, Special Education, Civil Rights Methods of Administration and Other General Education Requirements, and English Learner Education, were reviewed. Of the 102 individual elements assessed, 84 elements are in compliance, 12 have been partially implemented, 2 have not been implemented (these are brand new elements) and the remaining are not applicable due to Plainville being an elementary district. Mr. Clarke noted that he met recently with the Chair of the Consolidated Program Review Team who coordinated the review and is proceeding with implementing all components of the program review. Of note, the location of some of our special education classrooms and speech classrooms was considered too isolated and will be moved starting in the next school year; Superintendent Raiche has already spoken with the Director of the Bi-County Collaborative and informed her of the possibility that their current room locations may be moved next year. Also, regarding the two brand new elements related to 'bias' in materials used--Mr. Clarke anticipates using some of the time during the early release day in April to present information to staff in order to ensure there is no bias.

g. Superintendent's Evaluation process begins

Superintendent Raiche recommended a timeline and the Committee agreed to this timeline.

h. School Committee Evaluation process begins

Superintendent Raiche recommended a timeline and the Committee agreed to this timeline.

i. Legislative Update

- Mr. Raiche and Mrs. McEntee are attending the MASC Summit on Poverty on March 9, 2018
- *Day on the Hill* is scheduled for April 25, 2018
- Mrs. McEntee said MASC's Division III meeting is scheduled for March 15th; Michelle Palladini, King Philip's resource officer, is speaking at this meeting.

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

None.

INFORMATION

No discussion about these items.

EXECUTIVE SESSION

None.

ADJOURNMENT

MOTION by Linn Caprarella seconded by Javed Ikbal, to adjourn at 6:41 p.m. So voted.

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Regular Minutes from January 23, 2018
- Memo on Transfer
- Old Business: Digital Signage Memo and article
- Superintendent's Report: Documents on items from the report
- New Business:
 - Memo on Acceptance of \$500 from Mobil-Exxon Alliance Energy
 - Memo of Acceptance of Office Supplies from the Plainville Historical Commission
 - Memo on gift of \$25.00 from BayState Textiles, Inc.
 - Memo on FY2018 Grant Update
 - Memo and revised job description for the Facilities/Maintenance/Custodian position
 - Consolidated Program Review Report-Mr. Clarke
 - Memo on Superintendent's Evaluation process
 - Memo on School Committee Evaluation process
- Information:
 - Enrollment, February 1, 2018
 - Correspondence from the Commonwealth of Massachusetts dated January 19, 2018 related to FY18 Circuit Breaker funds
 - Correspondence from the Registry of Deeds on the Community Preservation Act funds in 2017
 - IFB for Transportation Timeline and Invitation to Bid
 - Food Service Information through January 2018



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: February 21, 2018

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

The following appointment has been made:

Rose Garron	Long-term Substitute Instructional Paraprofessional at Jackson School-Grade One
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SUPERINTENDENT'S REPORT

a. Book Study

As you may know, several administrators, faculty, staff and a school committee member recently joined me in hosting two (2) book study evenings at *An Unlikely Story*. We were joined by 6-8 parents each night and discussed the book, *How To Raise An Adult*. At the end of the second session we asked the parents to comment on the merits of the activity. All of the parents reported it being a beneficial activity and hoped we would continue to meet again next year. Holding book discussions off site during the winter months seemed to work for all who attended. They did suggest we publicize future book studies through the school's Facebook page in an effort to increase parent participation. All agreed to "keep our eyes open" for more books that would foster good conversation amongst future participants.

b. Curriculum Update

The attached pages list the various tasks that our major content curricula teams have, are, or will soon address.

c. Scheduling of Parent-Teacher Conferences

On the Friday before the February vacation week I met with the PR&R Committee to discuss the scheduling of parent-teacher conferences. During the meeting they suggested collecting parent feedback related to this topic. I agreed and prepared the attached document. I plan to send it to parents electronically this week.

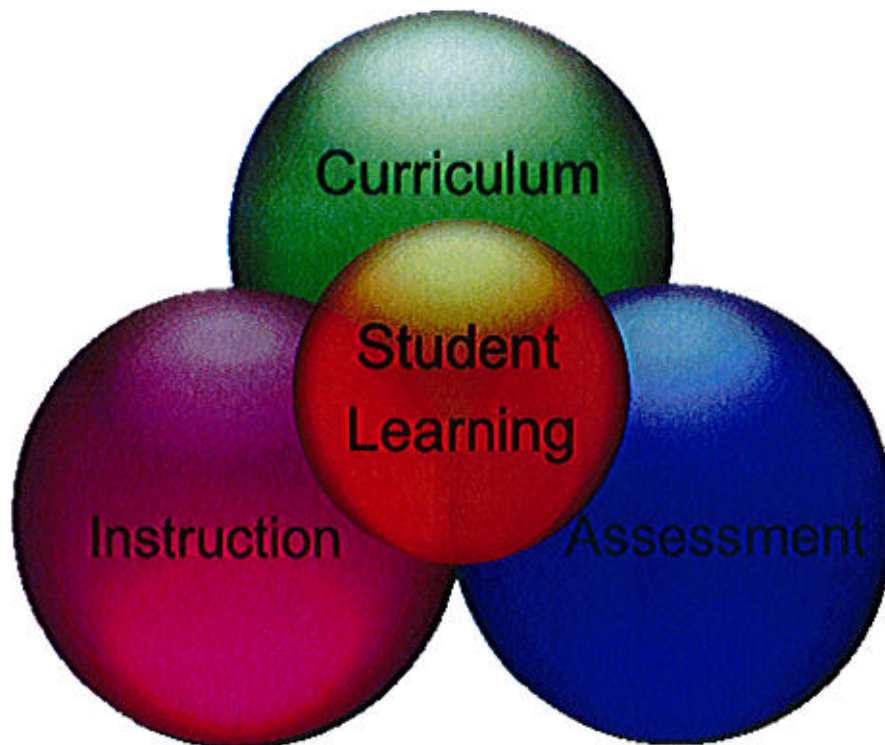
Attachments

PLAINVILLE PUBLIC SCHOOLS

Curriculum and Instruction

Our Vision and Focus

Curriculum leaders and team members, PK-6, collaborate with teachers to develop content vision for ELA, math, science and social studies. These visions are then used to identify focus areas for the next three years. These blueprints will drive our curriculum, resources, and professional development in future years.



PLAINVILLE PUBLIC SCHOOLS

English/Language Arts

Curriculum and Instruction

Plainville teachers utilize a balanced literacy approach for instilling a strong literacy foundation for all students. Balanced Literacy develops an authentic appreciation of all literary genres, including narrative, expository, opinion and argument writing. The components of Balanced Literacy are interactive read alouds and interactive writing, shared reading and writing, guided reading and writing, independent reading and writing, and word study. Teachers provide opportunities for their students to receive differentiated instruction and guided practice in small groups. Across all grade levels, students are provided with many opportunities to integrate technology into literacy activities and work together collaboratively as they develop literacy skills across all content areas.

School Year	Curriculum Focus
2016-2017	<ul style="list-style-type: none">• Develop a district-wide Balanced Literacy definition• Support and implement Guided Reading• Revise Narrative Writing Rubric• Support the use of growth-producing feedback for reading/writing instruction• Clarify the components of the ELA block• Support the “ownership” of reading and writing SMART Goals
2017-2018	<ul style="list-style-type: none">• Revise Narrative Writing Rubric• Support the use of growth-producing feedback for reading/writing instruction• Clarify the components of the ELA block• Support the “ownership” of reading and writing SMART Goals• Investigate resources to support reading and writing workshop• Clarify guided reading frequency
2018-2019	<ul style="list-style-type: none">• Support and implement writing workshop• Continue to strengthen guided reading instruction• Continue building up literacy closets and LLI kits for interventions• Identify expectations across grade levels for required elements of a literacy block• Maximize time for literacy in schedules (longer continuous blocks)• Solidify Foundations/phonics/spelling instruction and continuity across the district• Identify ways to incorporate revised social studies standards into literacy instruction

PLAINVILLE PUBLIC SCHOOLS

Mathematics

Curriculum and Instruction

Plainville teachers engage all students in a rigorous math curriculum that fosters perseverance, confidence, problem solving, number sense and depth of understanding using 21st century skills.

School Year	ACTION STEPS
2016-2017	<ul style="list-style-type: none"> • Use Origo • Use IXL in grades 1-5 • Update maps to include specific resources • Use box of facts to improve fact fluency • Create, review and revise report card rubrics • Review, revise and/or create common assessments • Create opportunities for students to demonstrate level 4 performance • Prepare for MCAS 2.0 • Evaluate the effectiveness of Family Math Nights and other alternatives
2017-2018	<ul style="list-style-type: none"> • Purchase IXL for grade 6 • Evaluate IXL and other online resources • Continue to update maps • House maps in a central location • Focus on fact fluency • Create, review, and revise rubrics which align with our report card • Review, revise and/or create common assessments • Create opportunities for students to demonstrate level 4 performance • Prepare for MCAS 2.0 • Evaluate the effectiveness of Family Math Nights and other alternatives • Pilot at least one (1) ORIGO module in each classroom and collect teacher feedback at each grade level • Create a BOY common math assessment in grades 4, 5 and 6 using illuminate
2018-2019	<ul style="list-style-type: none"> • Review, revise and update maps • Create MOY and EOY common math assessments in grades 4, 5 and 6 using illuminate • Continue to create, review, and revise rubrics which align with our report card • Continue to create opportunities for students to demonstrate a level 4 • Continue to prepare for MCAS 2.0 • Implement ORIGO program modules and utilize ORIGO supplementary materials with fidelity at every grade level, PreK to 5 • Focus on number talks led by teaching staff

PLAINVILLE PUBLIC SCHOOLS

Science

Curriculum and Instruction

Plainville teachers provide students with a coherent, rigorous and engaging curriculum that fosters critical thinking, analytical and communication skills with the goal of developing capable and responsible life-long learners with an understanding of the natural world in which we live.

School Year	Curriculum Focus
2016-2017	<ul style="list-style-type: none">• Pilot Inspire Program including use of student subscriptions in grades 3-6• Work with consultants to create units based upon NGSS in grades K-6• Move curriculum maps to SharePoint• Participate in trial version of Science MCAS (Grade 5)
2017-2018	<ul style="list-style-type: none">• Implement Inspire Program in grades K-5• Implement I Science Program in grade 6• Revise/update curriculum maps-grades K-6• Participate in on-line Science MCAS (grade 5)• Consultants will continue to provide support• Digital Learning Specialist will support use of Inspire Program
2018-2019	<ul style="list-style-type: none">• Evaluate implementation of Inspire and I Science Programs• Consultants will continue to provide support• Revise/update curriculum maps-grades K-6• Digital Learning Specialist will continue to support use of Inspire Program• Revise science section of report cards to coincide with maps/units of instruction

February 26, 2018

Dear Parents:

I am contacting you for the purpose of soliciting your feedback regarding the scheduling of parent-teacher conferences during the 2018-2019 school year. When the district moved from 'quarterly' reporting to 'trimester' reporting, the scheduling of the first parent-teacher conference each year moved from an early November date to a mid-December date. Also, this school year (2017-18), we moved the parent-teacher conference early release day from a Thursday, (December 14, 2017) to a Friday, (December 15, 2017).

So, in an effort to schedule future parent-teacher conference dates at the time that works best for as many parents and teachers as possible, please click on the link below and complete a short survey so that I might schedule this activity at the best possible time.

PARENT TEACHER CONFERENCE SURVEY

1. What is the best time to schedule the first parent-teacher conference of the 2018-2019 school year given that trimester 1 report cards will be distributed on Monday, December 3, 2018? CHOOSE A or B.
 - A. ☐ The first trimester parent-teacher conference date should occur on or about December 6, 2018 (a few days after I receive my child's first trimester report card).
 - B. ☐ I would prefer to meet with my child's teacher earlier in the school year, most likely on or about November 1, 2018.

2. What is the best method for scheduling early-release days in conjunction with parent-teacher conferences? CHOOSE A or B.
 - A. ☐ Please continue to schedule the afternoon and evening portions of parent-teacher conference days on the same day, most likely on a Thursday.
 - B. ☐ Schedule the early release day on a Friday, which means that parent-teacher conferences would be scheduled on a Thursday evening and a Friday afternoon as they were this school year on Thursday, December 14, 2017 (evening conferences) and Friday, December 15, 2017 (afternoon conferences).

Thank you for responding to this request for parent feedback.

David P. Raiche, Superintendent of Schools



PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET
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02762

David P. Raiche
Superintendent of Schools

Telephone: (508) 699-1300
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To: School Committee Members

From:  David P. Raiche, Superintendent of Schools

Re: Proposal for the Purchase and Installation of Digital Signage

Date: February 23, 2018

Based upon an estimate provided by Digital Solutions the district would purchase two 55" commercial grade video screens, two i3 processing units and two commercial wall mount brackets. The cost of this equipment is approximately \$5,200.00. Setup, initial design and software training would cost approximately \$750.00. One site installation would cost approximately \$630.00.

The funding source for the above equipment and services totaling \$6,580.00 would come from the gift account (\$500.00) and the BICO rollover account (\$6,080.00).

The annual license fee (approximately \$350.00 for two units) would be added to the IT Software/Contracted Service line in the operating budget.

I would also add \$2,400.00 to the operating budget under stipends for a person from each building to maintain the digital signage units and Facebook, but offset that amount by reducing the Inservice/Professional Development Account by the same amount.

Plainville Public Schools Educational Budget Plan 2018-2019

PUBLIC HEARING - FEBRUARY 27, 2018

FY2019 Planning Priority Areas

- Area 1: Assessment, Curriculum and Instruction
- Area 2: Professional Development
- Area 3: Parent and Community Involvement and Communication
- Area 4: Facilities
- Area 5: Funding

Enrollment – Grades PK-6

FY2010	823
FY2011	803
FY2012	829
FY2013	802
FY2014	768
FY2015	737
FY2016	752
FY2017	715
FY2018	706

PROJECTED:

FY2019	688
FY2020	664
FY2021	657

Number of Classes: History and Projections

Grade	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
K	5	4	4	5	5	5	5
1	5	5	5	5	5	5	5
2	6	5	5	5	5	5	5
3	5	6	5	5	4	4	4
4	5	5	5	5	5	4	4
5	4	5	5	5	5	5	4
6	5	4	5	5	5	5	5
K-3	21	20	19	20	19	19	19
4-6	14	14	15	15	15	14	13
K-6	35	34	34	35	34	33	32

Class Size History and Projections

Grade	14/15 Actual		15/16 Actual		16/17 Actual		17/18 Actual		18/19 Projected		19/20 Projected	
	# of Students	Class Size	# of Students	Class Size	# of Students	Class Size	# of Students	Class Size	# of Students	Class Size	# of Students	Class Size
K	89	22.3	89	22.3	88	17.6	92	18.4	82	16.4	74	14.8
1	102	20.4	94	18.8	88	17.6	90	18.0	95	19.0	79	15.8
2	94	18.8	103	20.6	84	16.8	83	16.6	89	17.8	91	18.2
3	108	18.0	97	19.4	101	20.2	81	20.3	84	21.0	86	21.5
4	99	19.8	115	23.0	99	19.8	101	20.2	83	20.8	86	21.5
5	106	21.2	100	20.0	110	22.0	94	18.8	101	20.2	82	20.5
6	85	21.3	106	21.2	97	19.4	108	21.6	96	19.2	97	19.4
K-6	683	20.1	704	20.7	667	19.1	649	19.1	630	19.1	595	18.6
	34 classes		34 classes		35 classes		34 classes		33 classes		32 classes	

5

Enrollment – Special Populations

FY2012	111
FY2013	114
FY2014	104
FY2015	122
FY2016	125
FY2017	113
FY2018	118
FY2019	126
	Projected

English Language Learners: Actual	
FY2012	15
FY2013	15
FY2014	32
FY2015	29
FY2016	27
FY2017	30
FY2018	30
FY2019	30
	Projected

6

Staff Additions

- Additional Special Educator (Jackson School)
- Increase 0.5 Preschool Teacher to 1.0
- Additional 1.3 Preschool Paraprofessionals
- Increase 0.8 Instrumental Program Teacher to 1.0

Staff Reductions

- Grade 4 Teacher

Staffing

	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Administration	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Certified	60.95	60.95	61.45	62.45	64.2	65.6	66.3
Classified	58.85	59.65	55.60	56.60	59.95	61.95	63.25
Total	125.8	126.6	123.05	125.05	130.15	133.55	135.55

Additional Special Educator at Jackson School

- The addition of this position will allow full inclusion to take place, when deemed appropriate, at every grade level K-6

Increase of 0.5 Preschool Teacher to 1.0 and Addition of 1.3 Preschool Paraprofessionals

- An increase of the current 0.5 preschool teacher to 1.0 will meet the projected increase of 3 and 4-year old students who qualify for early intervention services
- The addition of 1.3 preschool paraprofessionals will support the addition of a third full-time preschool classroom

11

Increase of 0.8 Instrumental Program Teacher to 1.0

- An increase in this position is needed to service the projected number of band students in grades 4-6 that is expected to grow by 12-15 students. It would also allow the addition of a Jazz Band, mirroring Wrentham's program while also serving as a feeder program to the King Philip Jazz Band

12

Description	Expended Budget FY2017	Current Budget FY2018	Proposed Budget FY2019	\$/% Difference FY18-FY19
District Leadership and Administration	\$395,603.89	\$408,859.00	\$416,460.00	\$7,601.00 1.86%

- School Committee Operations
- Superintendent's Office
- Business Office
- Information Management and Technology

15

Description	Expended Budget FY2017	Current Budget FY2018	Proposed Budget FY2019	\$/% Difference FY18-FY19
Instruction	\$6,457,112.88	\$6,736,387.00	\$7,144,559.00	\$408,172. 6.06%

- School Offices
- Special Education Office
- Technology Office
- Building Technology
- Teaching Staff*
- Substitutes
- Lunch Supervisors
- Enrichment
- Library/Media*
- Professional Development
- Equipment, Materials & Supplies
- Field Trips
- Instructional Technology
- Assessment
- Psychological Services

16

Description	Expended Budget FY2017	Current Budget FY2018	Proposed Budget FY2019	% Difference FY18-FY19
School Services	\$739,836.25	\$785,200.00	\$799,045.00	\$13,845. 1.76%

- Student Services
- Health Services*
- Transportation
- Food Services
- School Security

18

Description	Expended Budget FY2017	Current Budget FY2018	Proposed Budget FY2019	% Difference FY18-FY19
Operations & Maintenance	\$773,306.39	\$737,013.00	\$754,202.00	\$17,189. 2.33%

- Custodial Services
- Utility Costs
- Building Security
- Building & Equipment Maintenance
- Telecommunications

19

Description	Expended Budget FY2017	Current Budget FY2018	Proposed Budget FY2019	% Difference FY18-FY19
Programs—Other Districts	\$382,545.89	\$348,138.00	\$290,258.00	(\$57,880.00) -16.67%

- Tuitions—Non-Public Schools
- Tuitions—Collaborative Programs & Services

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Summary

	<u>\$</u>	<u>% of Total Budget Increase</u>
➤ District Leadership/Administration	\$ 7,601.	+0.08
➤ Instruction	408,172.	+4.53
➤ School Services	13,845.	+0.15
➤ Operations & Maintenance	17,189.	+0.19
➤ Out of District Programs	\$ (57,880.)	-0.64

Total Budget Increase +4.31%

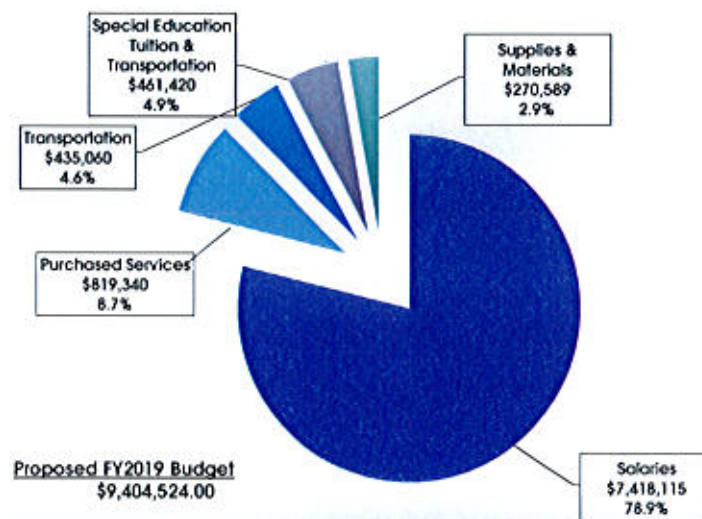
Total Budget Increase + 388,927.00

18

Changing Demographics Low Income Families

1 st Reporting Period	No. of Students	Percent of Student Body
October 2009	94	11.4%
October 2010	84	10.5%
October 2011	133	16.0%
October 2012	121	15.0%
October 2013	112	14.5%
October 2014	126	17.1%
October 2015	152	19.9%
October 2016	139	19.5%
October 2017	123	17.4%

19



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Chapter 70 Aid

➤FY2013	\$2,768,881	+ \$ 249,707
➤FY2014	\$2,788,256	+ \$ 19,375
➤FY2015	\$2,806,756	+ \$ 18,500
➤FY2016	\$2,824,581	+ \$ 17,825
➤FY2017	\$2,864,951	+ \$ 40,370
➤FY2018	\$2,885,981	+ \$ 21,030
➤FY2019**	\$2,899,801	+ \$ 13,820

**Governor's Proposed Budget

21

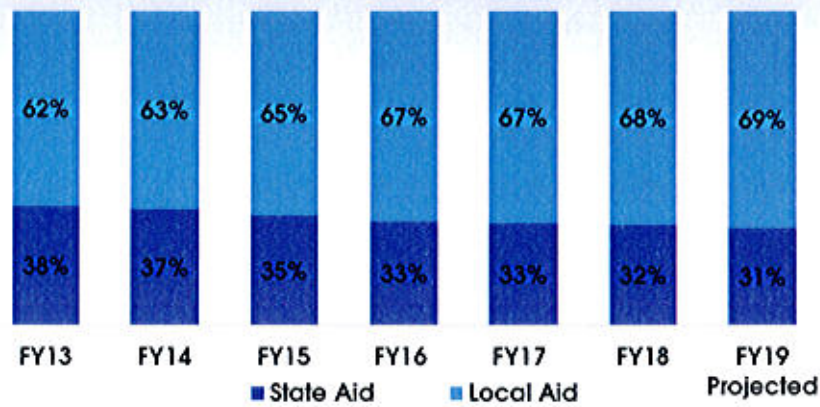
Town Contribution

➤FY2013	\$4,510,732	+ \$113,029
➤FY2014	\$4,831,740	+ \$321,008
➤FY2015	\$5,101,590	+ \$269,850
➤FY2016	\$5,621,515	+ \$519,925
➤FY2017	\$5,949,925	+ \$328,410
➤FY2018	\$6,129,616	+ \$179,691
➤FY2019*	\$6,504,723	+ \$375,107

*Based on governor's proposed budget

22

State & Local Revenue Trends



23

Comparison District Profile Based upon 2016-2017 Enrollment

District	Economically Disadvantaged %	Students/Disabilities %	ELL %
Plainville	14.8	15.7	3.9
Kingston	16.1	16.5	1.5
Wrentham	9.1	15.0	1.3
Middleton	7.9	18.9	1.1
Norfolk	6.2	14.5	1.8

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Total Expenditures Per Pupil

District	FY11	FY12	FY13	FY14	FY15	FY16	Average Yearly Increase
Plainville	\$11,873	\$12,283	\$12,473	\$13,451	\$14,549	\$15,099	4.96%
Kingston	\$10,200	\$10,735	\$11,407	\$11,123	\$12,523	\$13,311	6.03%
Wrentham	\$10,506	\$11,296	\$12,097	\$12,255	\$13,386	\$14,209	6.26%
Middleton	\$11,672	\$12,231	\$12,720	\$13,881	\$15,072	\$16,142	6.72%
Norfolk	\$12,203	\$12,635	\$13,092	\$13,827	\$14,898	\$15,193	4.50%
Average of Above Districts	\$11,291	\$11,836	\$12,358	\$12,907	\$14,086	\$14,791	5.69%

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Total Expenditures Per Pupil and Capacity to Fund Foundation Budget - FY2016

District	Total Expenditure Per Pupil	Capacity to Fund Foundation Budget
Middleton	\$16,142	92%
Norfolk	\$15,193	88%
Plainville	\$15,099	69%
Wrentham	\$14,209	84%
Kingston	\$13,311	64%

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PLAINVILLE PUBLIC SCHOOLS
68 MESSENGER STREET
PLAINVILLE, MASSACHUSETTS
02762

Caron B. Ketchum
School Business Administrator

Telephone: (508) 699-1323
Fax: (508) 699-1302
Email: cketchum@plainville.k12.ma.us

MEMORANDUM

To: Plainville School Committee

From:  Caron Ketchum
School Business Administrator

Date: February 22, 2018

Re: Gift to Plainville Public Schools (Vote Required)

In accordance with Massachusetts General Laws Chapter 44, Section 53A-Grants and Gifts; Acceptance and Expenditure, I have been notified by the Town Accountant that all gifts and donations must be formally accepted by the School Committee before funds are released from the Gift Account for school use.

Please be advised that I am in receipt of the following gift from Bay State Recycling Program.

Baystate Textiles, Inc.

The Plainville Public Schools is in receipt of \$20.00 for the Plainville district. This money is to be used to reimburse expenses for district technology purchases.

The district receives \$100/ton or 50¢ per pound for recycling textiles. Since the program's inception in October 2013, the district has recycled 36,895 pounds for a total of \$1,844.75.

Please take a vote of approval to accept this gift from Baystate Textiles, Inc.



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 Members
From: David P. Raiche, Superintendent of Schools
Re: FY2018 Budget (Vote Required)
Date: February 22, 2018

As approved by the Budget Subcommittee on January 23, 2018, I am recommending that you vote to approve the following adjustments to the FY2018 budget:

Increases:

<u>Name</u>	<u>Account Number</u>	<u>FROM</u>	<u>TO</u>
IT Classroom Hardware	01-2451-5-0200	\$71,080	\$159,830
Computer Hardware-Administration	01-1450-5-0400	\$0	\$1,250
Computer Hardware-Technology	01-2250-5-0400	\$1,650	\$3,050
Computer Hardware-Special Education	01-2250-5-0510	\$1,050	\$2,150
Computer Hardware-Food Services	01-2250-5-2001	\$0	\$650
Computer Hardware-Jackson School	01-2250-5-2670	\$2,600	\$3,500
Computer Hardware-Wood School	01-2250-5-3670	\$500	\$1,850
Computer Supplies	01-2451-5-0400	\$5,000	\$9,600

Reductions

Reduce various salary accounts in the amount of \$60,000.

Reduce the out-of-district tuition accounts in the amount of \$40,000.

The Budget Subcommittee also approved the use of \$15,000.00 from the Tuition/Non-Public School Account (01-9300-9-0510) and the use of \$15,000.00 from the Tuition/Collaborative Account (01-9400-9-0510) to pre-pay FY2019 non-public school and collaborative tuitions in FY2018.



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David P. Raiche
Superintendent of Schools

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To: School Committee Members

From:  David P. Raiche, Superintendent of Schools

Re: New Policies: File GBEBD, Online Fundraising and Solicitations and File
ILD, Student Submission to Educational Surveys and Research (Vote
Required)

Date: February 22, 2018

MASC's February 2018 Policy Newsletter referenced two (2) policies that are not included in Plainville's policy manual. I have included both model policies for your review and consideration. Please note that I amended Policy GBEBD to reflect the current practice whereby the School Committee acts upon all fundraising requests.

Attachment

year. DESE has recently issued direct guidance including guidance on grade levels and the Legislature has allocated some funds for the implementation within DPH. As a result, MASC is adding language to policy JICH that meets the requirements of the law. MASC Legal Counsel Steve Finnegan has also issued Legal Alerts on this issue including a recent Alert that included sample parent notification letters.

Online Fundraising and Solicitations – Crowdfunding Policy – GBEBD

The use of online crowdfunding resources such as GoFundMe and others can put both the School District and individual public employees at risk. There may be both tax implications and conflict of interest issues that need to be addressed. In writing this policy MASC consulted with the General Counsel to Massachusetts Ethics Commission and incorporated suggested language from the Ethics Commission. While this policy is not legally required to be adopted, we would advise that district administration seek the advice of legal counsel and discuss these issues with all staff.

Student Submission To Educational Surveys And Research – ILD

This policy is written to ensure district compliance with the Protection of Pupil Rights Amendment (PPRA) also referred to as the Hatch Amendment. This piece of legislation amended the Federal Education Rights to Privacy Act (FERPA) in 1978 and relates to the use of surveys and other instruments for gathering research data in education programs receiving federal funds. While this law, which limits student participation in surveys on particular topics without parental consent, has long been in place, recent issues and inquiries prompted MASC to write this policy for the use of School Committees who feel the need to address this issue.

Online Fundraising And Solicitations - Crowdfunding

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The ~~Superintendent-School Committee~~ shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to the Superintendent and he/she to the Principals the circumstances under which online fundraising proposals shall require ~~Superintendent or~~ School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall ~~approve all online fundraising activities within their buildings~~ communicate the decision of the School Committee prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and

received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23; Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

SOURCE: MASC February 2018

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

CROSS REF.: JRA, Student Records

SOURCE: MASC February 2018




PLAINVILLE PUBLIC SCHOOLS

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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 Members

From:  David P. Raiche, Superintendent of Schools

Re: Revised Policy: File EFDA, Food Service Account Management (Vote Required)

Date: February 22, 2018

I have revised policy EFDA, Food Service Account Manager, in accordance with the changes listed in the attached MASC Policy Newsletter and their model policy. The two (2) major changes are:

1. The requirement to serve a regular meal to students who forget or lose their lunch money (we already do this) and
2. That students no longer carry negative balance notices home to their parent(s).

Attachments

MASC Policy Newsletter

Michael J Gilbert, Field Director – Policy Development

February 2018

This policy newsletter will cover two new legal requirements for the 2017-18 school year and address two other legal issues that have generated questions from School Committees and Administrators. The first requirement is a new policy dealing with meal charging and the second is policy language related to last year's opioid legislation and the requirement for verbal screening use. The other issues are a policy to address compliance with the federal Protection of Pupil Rights Amendment and a policy related to the use of online crowdfunding sources by public employees.

Most individual policy changes are posted as Word documents on the "Updated/New Policies" page on the MASC website and in the MASC Policy Reference Manual which is also available on both the "Updated/New Policies" page as well as on the "Online Manuals" page on the MASC website.

Meal Charging Policy – EFD

In May 2017, the USDA (United States Department of Agriculture), having jurisdiction over federal school programs, released new guidelines which require all school districts to develop a "meal charging" policy. In addition, the document also provides updated guidance on the use of alternative meals. The changes in the guidance are designed to help districts generally avoid student involvement in the financial aspects of school meal programs.

The new policy requires the district to provide the same meal choices to all students but allows for restrictions on a la carte items, snacks, etc. for families who are delinquent. The policy also requires district personnel to avoid using students to notify families of delinquent accounts, requires the initial notifications to come from food service management but moves collections activity to the business office and requires the Superintendent to ensure proper internal controls are maintained. The policy assumes that electronic systems are in place such that policy language may need to be adjusted where only manual systems are employed.

Districts that operate food services district-wide under a non-pricing special assistance provision such as the Community Eligibility Provision are not required to adopt a meal charging policy. However, if any school in the district operates a count and claim process then the district must adopt a policy.

Alcohol, Tobacco, and Drug Use By Students Prohibited – JICH

In 2016, the Massachusetts Legislature passed an act relative to substance abuse that include policy changes that were to be effective immediately as well as a requirement for verbal screening that would go into effect beginning with the 2017-18 school year. MASC did not address the verbal screening element of the law in policy when it was passed due to the delayed implementation, the requirement for guidance in certain areas from DESE, and the law's caveat that it was subject to appropriation. It is our understanding that some districts have chosen to move forward prior to this

File: EFD - MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds*MASC*

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

FOOD SERVICE ACCOUNT MANAGEMENT

The Plainville Public Schools Food Service Department provides students with healthy meals each day. However, unpaid charges place a financial burden on the district. In order to maintain compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances, the Plainville School Committee hereby establishes uniform meal account procedures. The provisions of this policy pertain to regular and reduced priced school lunch meals only. ~~While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Plainville Public Schools provides this service as a courtesy to its students. The Plainville Public Schools Food Service Department will also provide a regular meal to students who forget or lose their lunch money.~~

Full-Pay Students

Students at all grade levels will pay for meals at the district's published standard rate each day.

A student will be allowed to charge a meal(s) to their account after their balance reaches zero ~~as long as their negative balance remains under \$20.00~~. In the event that their negative balance exceeds \$20.00 a notice will be sent to the student's parents/guardians by the Superintendent of Schools. A student will not be allowed to charge a la carte items if they have a negative balance.

Free Meal Benefit

Students eligible for free breakfast and free lunch will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit

Students eligible for reduced lunch will be allowed to receive breakfast and lunch at the rate set forth by the USDA.

A student will be allowed to charge a meal(s) to their account after their balance reaches zero ~~as long as their negative balance remains under \$20.00~~. In the event that their negative balance exceeds \$20.00 a notice will be sent to the student's parents/guardians by the Superintendent of Schools. A student will not be allowed to charge a la carte items if they have a negative balance.

Outstanding Balance Notification Procedures

Parents/guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians via email or regular postal mail on a weekly basis during the school year. If a student's account becomes deficient by twenty dollars (\$20) or more, then notices will be sent by the Superintendent of Schools. All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student, and said records are available by setting up an account online or by speaking with the Director of Food Services.

Students/parents/guardians may pay for meals in advance online, with a check payable to Plainville Food Service or with cash at a register. Further details are available on our webpage at <http://www.plainville.k12.ma.us>. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. Unclaimed funds must be requested within three (3) months. Unclaimed funds will then become the property of the Plainville Public School Food Service program.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

Parents of students who move will receive written notification of the following options:

1. Request a refund
- ~~2. Leave funds to enhance food service program~~ Donate to a student(s) in need

For graduating students parents will receive written notification of the following options:

1. Transfer remaining funds from the graduating student's account to a younger sibling's account.
2. Request a refund.
- ~~3. Leave funds to enhance food service program~~ Donate to a student(s) in need

All refunds must be requested within three (3) months. Unclaimed funds will then become the property of the Plainville Public Schools Food Service Program.

Policy Communication

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year

LEGAL REFS: MGL 71:72, USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

Approved:

Mid-Year Report on Student Learning

READING

The Fountas & Pinnell Assessment results indicate a significant increase in the number of students reading at or above grade level in grades K-3 (from approximately half of the students to two-thirds). Please also keep in mind that meeting or exceeding grade-level standards becomes more difficult as the year progresses.

The results in grades 4-6 with the at-risk group, however, concerns me; and I intend to meet with Mrs. Roberts-Pratt and Mrs. Traficante this week to discuss possible remedies.

In reviewing the STAR Early Literacy data I noticed average growth in grades K and 1 (51 and 54) and above average growth in grade 2 (70). Students with IEPs in kindergarten demonstrated above average growth, in grade 1 below average growth, and in grade 2 average growth.

The STAR Reading data indicated above average growth in grades 3 and 6 (64 and 66) and average growth in grades 4 and 5 (50 and 51). Students with IEPs also scored above average in grades 3 and 6 (73 and 75), average in grade 4 (59) and below average in grade 5 (29).

WRITING

Mid-year writing results will be forwarded as soon as the grade 6 results have been entered into the Illuminate system.

MATH

Growth in the area of mathematics is evident at all grade levels on STAR (average in grades 3, 4 and 5 and above average in grades 2 and 6); however, not so with the subgroup, students with disabilities. I will follow up with Mr. Clarke, Mrs. Roberts-Pratt and Ms. Walker immediately following the February vacation break. In reviewing the common math assessment data significant progress was demonstrated in kindergarten with some progress being made in grades 1 and 2.

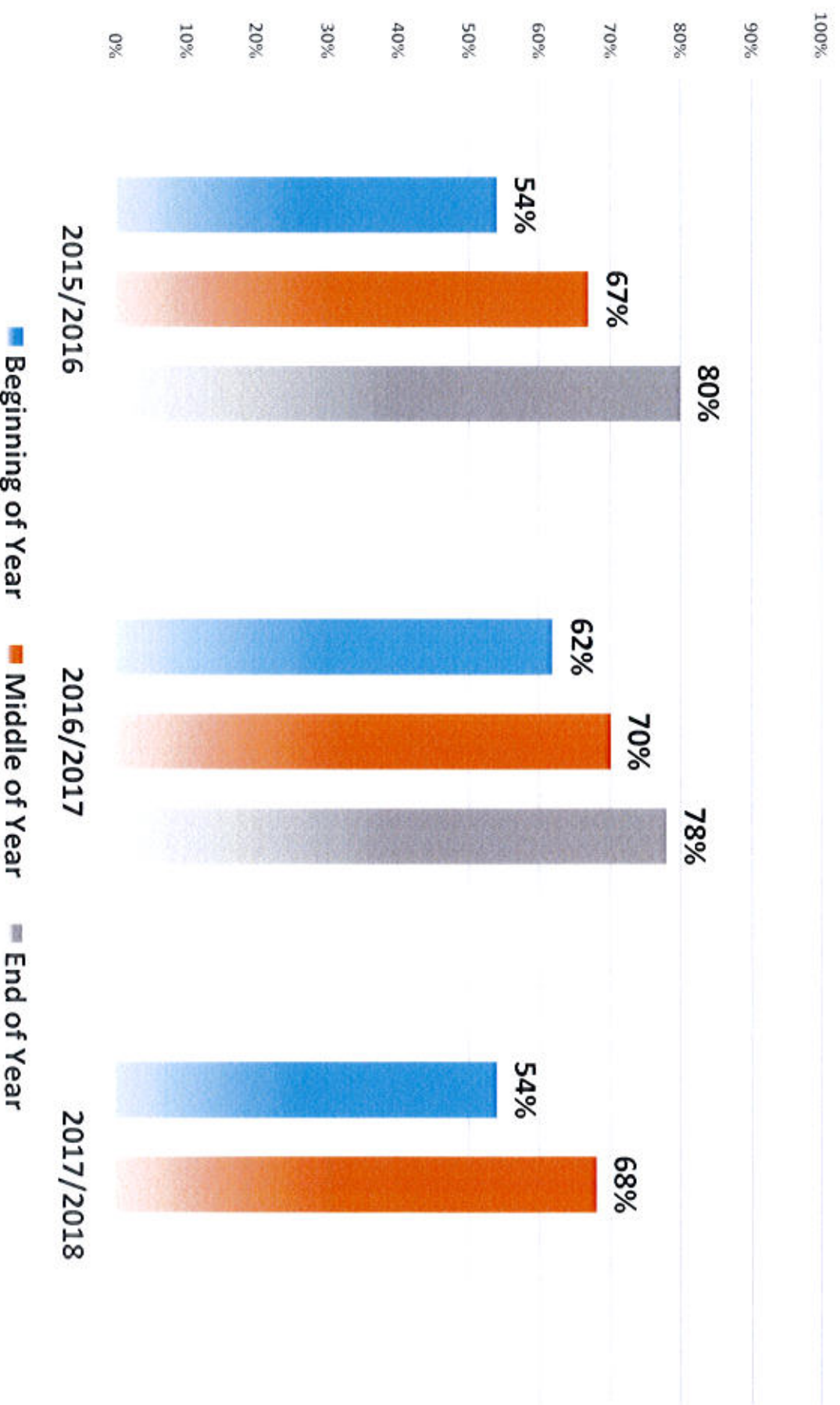
INFRACTIONS

As you can see, the number of infractions between the beginning of September and end of January at Jackson School is down 24% for the same time period as last year although we have seen an increase in the number of physical contact referrals. As soon as I receive the end of January report from Wood School, I will send that information to you.

Fountas Pinnell Assessment

GRADE KINDERGARTEN - THREE RESULTS 2015-16, 2016-17, & 2017-18

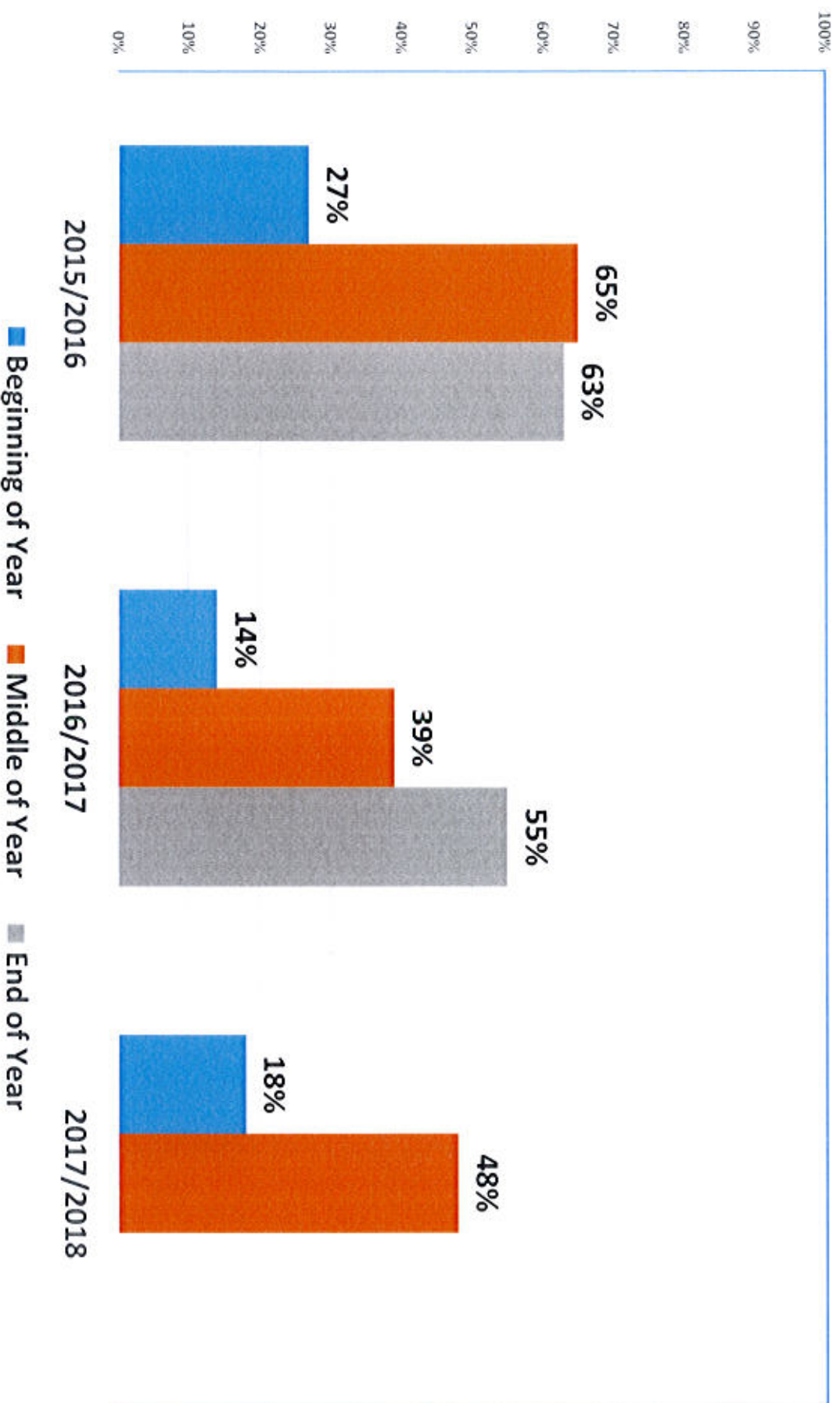
PERCENT OF STUDENTS ON OR ABOVE GRADE LEVEL



Fountas Pinnell Assessment

Kindergarten Results 2015-16, 2016-17, & 2017-18

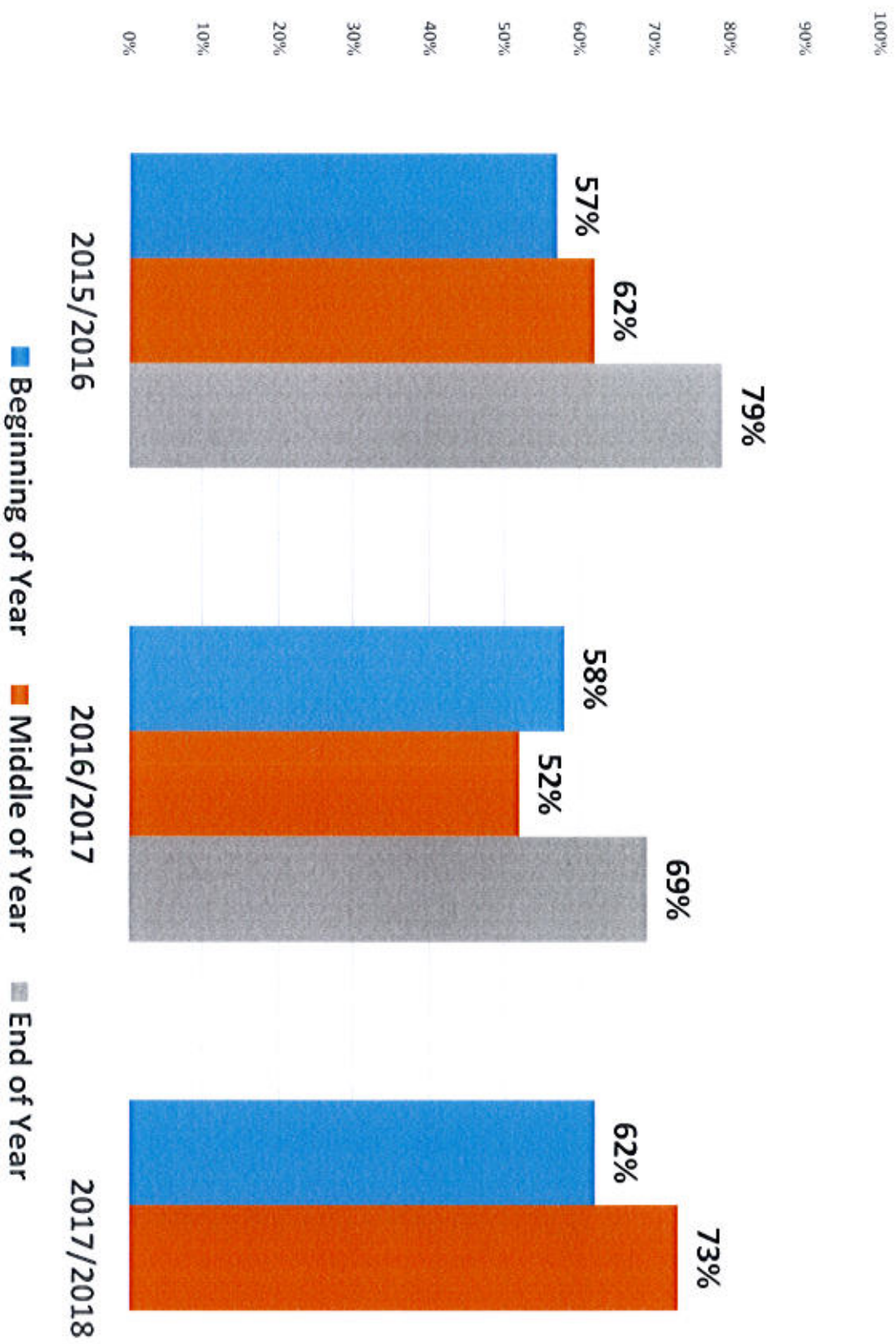
Percent of Students On or Above Grade Level



Fountas Pinnell Assessment

Grade One Results 2015-16, 2016-17, & 2017-18

Percent of Students On or Above Grade Level

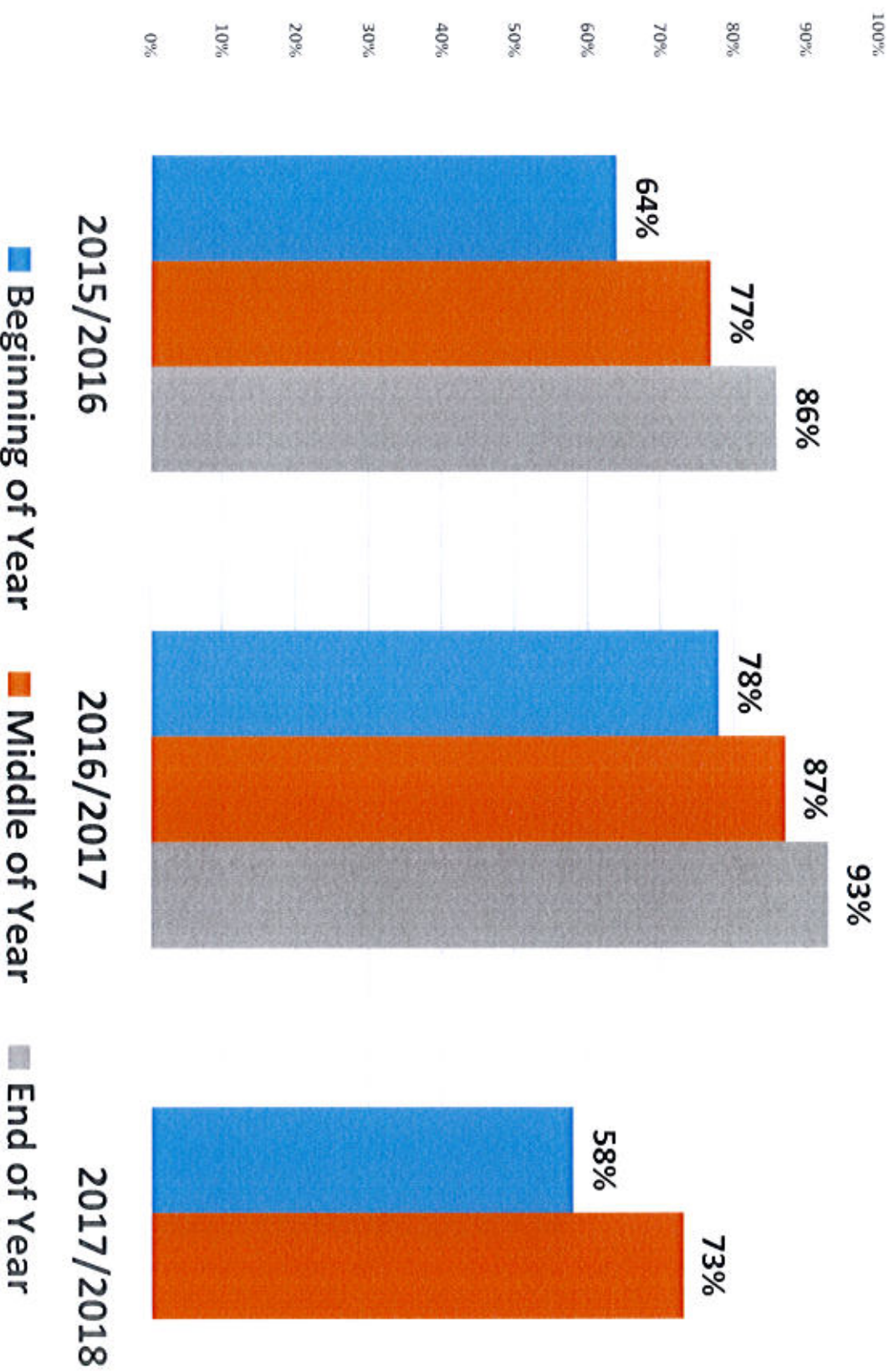


Fountas Pinnell Assessment

Grade Two Results

2015-16, 2016-17, & 2017-18

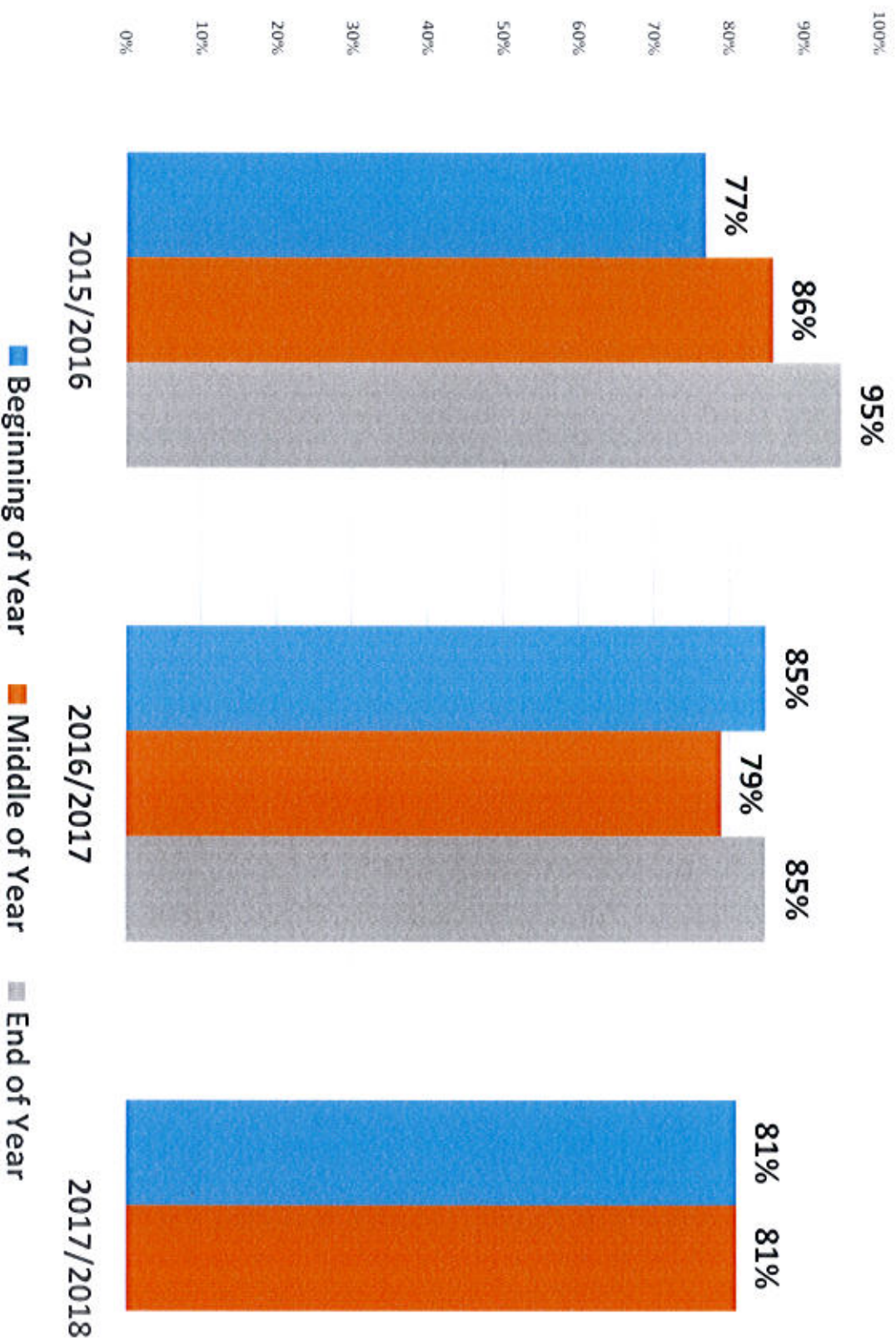
Percent of Students On or Above Grade Level



Fountas Pinnell Assessment

Grade Three Results 2015-16, 2016-17, & 2017-18

Percent of Students On or Above Grade Level

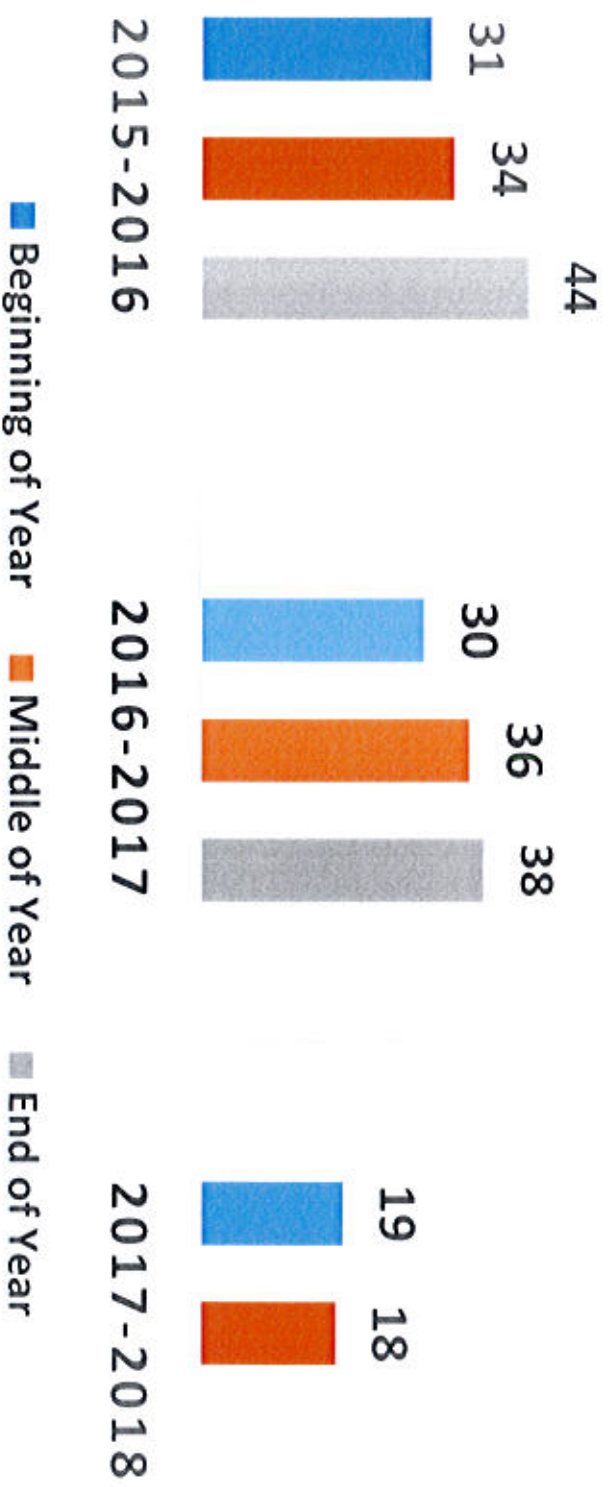


FOUNTAS PINNELL ASSESSMENT

At Risk Readers

Grades Four, Five & Six

Percent of Students On Or Above Grade Level



PLAINVILLE PUBLIC SCHOOLS

STAR Early Literacy 2017/2018

All Students

GRADE	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR MEDIAN SGP	EOY MEDIAN SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
K	531/55	640/66			51	
1	652/57	753/67			54	
2	765/62	824/73			70	
K-2	651/NA	739/NA			59	

Kindergarten Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR MEDIAN SGP	EOF MEDIAN SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (82)	531/55	640/66			51	
Students with IEPs (10)	469/30	619/59			65	

Grade 1 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR MEDIAN SGP	EOY MEDIAN SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (84)	659/57	753/67			54	
Students with IEPs (10)	582/33	640/28			20	

STAR
Early Literacy
2017-18

Grade 2 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR MEDIAN SGP	EOY MEDIAN SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (81)	764/62	824/73			70	
Students with IEPs (11)	648/27	753/43			59	

Kindergarten - Grade 2 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR MEDIAN SGP	EOY MEDIAN SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (248)	651/NA	739/NA			59	
Students with IEPs (31)	569/NA	673/NA			51	

PLAINVILLE PUBLIC SCHOOLS

STAR Reading 2017/2018

All Students

GRADE	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR SGP	EOY SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
3	380/57	464/67			64	
4	479/55	540/62			50	
5	644/65	703/66			51	
6	746/58	815/60			66	
3-6	575/NA	643/NA			58	

Grade 3 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR SGP	EOY SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (78)	380/57	464/67			64	
Students with IEPs (11)	237/21	334/35			73	

Grade 4 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID- YEAR SGP	EOY SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (98)	479/55	540/62			50	
Students with IEPs (17)	273/12	320/15			59	

**STAR
Reading
2017-18**

Grade 5 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	EOY SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (94)	644/65	703/66			51	
Students with IEPs (15)	424/22	472/26			29	

Grade 6 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MEDIAN SGP	EOY SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (107)	746/58	815/60			66	
Students with IEPs (17)	500/21	569/28			75	

Grades 3-6

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MEDIAN SGP	EOY SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (377)	575/NA	643/NA			58	
Students with IEPs (60)	397/NA	431/NA			61	

PLAINVILLE PUBLIC SCHOOLS

STAR Math 2017/2018

All Students

GRADE	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
2	440/64	515/76			62	
3	542/70	601/75			52	
4	614/63	652/65			50	
5	694/69	731/72			52	
6	743/60	800/73			81	
2-6	618/NA	670/NA			59	

Grade 2 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (82)	440/64	515/76			62	
Students with IEPs (11)	361/27	434/38			39	

Grade 3 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (77)	542/70	601/75			52	
Students with IEPs (11)	455/30	513/35			49	

**STAR
Math
2017-18**

Grade 4 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (98)	614/63	652/65			50	
Students with IEPs (18)	483/14	520/15			43	

Grade 5 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (94)	694/69	731/72			52	
Students with IEPs (15)	570/20	577/15			33	

Grade 6 Students

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (108)	743/60	800/73			81	
Students with IEPs (17)	622/18	663/23			77	

Grades 2-6

GROUP	SCALED SCORE/PERCENTILE			DIFFERENCE <u>Sept-May</u>	MID-YEAR SGP	END OF YEAR SGP
	<u>Sept.</u>	<u>Jan.</u>	<u>May</u>			
All Students (459)	618/NA	670/NA			59	
Students with IEPs (72)	511/NA	551/NA			43	

**Common Math Assessment
2017-2018
All Students**

Kindergarten			
	BOY	MOY	EOY
Exceeding Standard	0%	17%	
Meeting Standard	4%	48%	
Making Progress	34%	29%	
Minimal Progress	62%	5%	

Grade 1			
	BOY	MOY	EOY
Meeting Standard	0%	8%	
Making Progress	36%	87%	
Minimal Progress	64%	5%	

Grade 2			
	BOY	MOY	EOY
Meeting Standard	22%	29%	
Making Progress	67%	62%	
Minimal Progress	11%	8%	

Grade 3			
	BOY	MOY	EOY
Meeting Standard	1%	0%	
Making Progress	4%	9%	
Minimal Progress	95%	91%	

Grades 1-3			
	BOY	MOY	EOY
Meeting Standard	8%	13%	
Making Progress	36%	52%	
Minimal Progress	57%	35%	

**Common Math Assessment
2017-2018
Students with Disabilities**

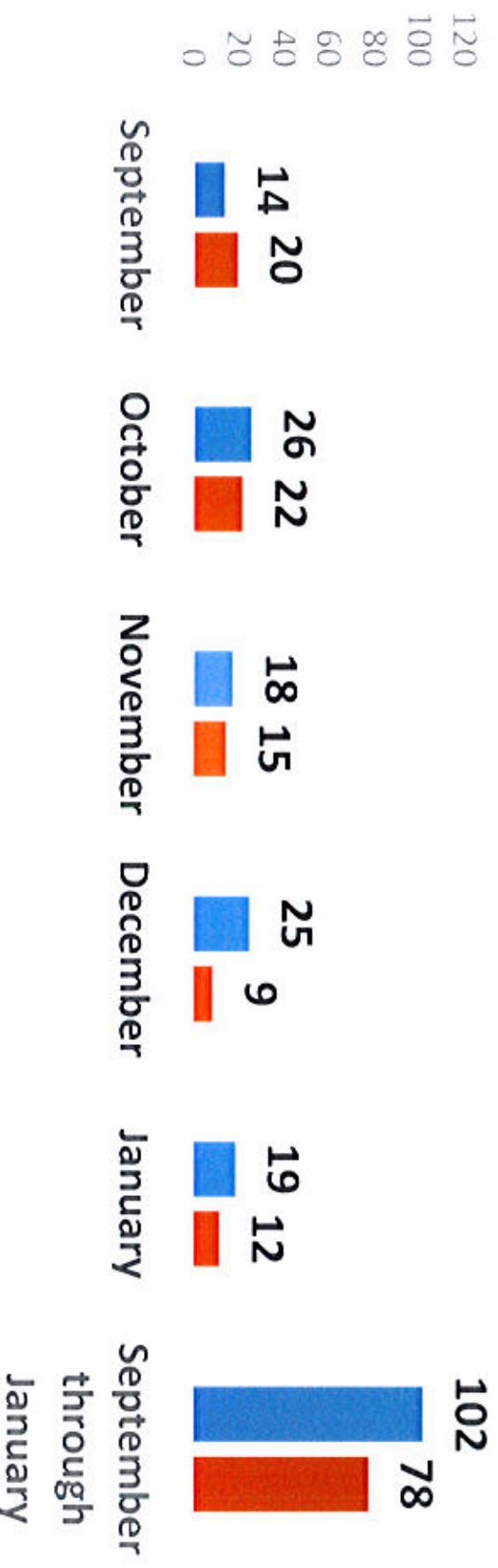
Grade 1			
	BOY	MOY	EOY
Meeting Standard	0%	0%	
Making Progress	30%	80%	
Minimal Progress	70%	20%	

Grade 2			
	BOY	MOY	EOY
Meeting Standard	0%	9%	
Making Progress	55%	82%	
Minimal Progress	45%	9%	

Grade 3			
	BOY	MOY	EOY
Meeting Standard	0%	0%	
Making Progress	0%	0%	
Minimal Progress	100%	100%	

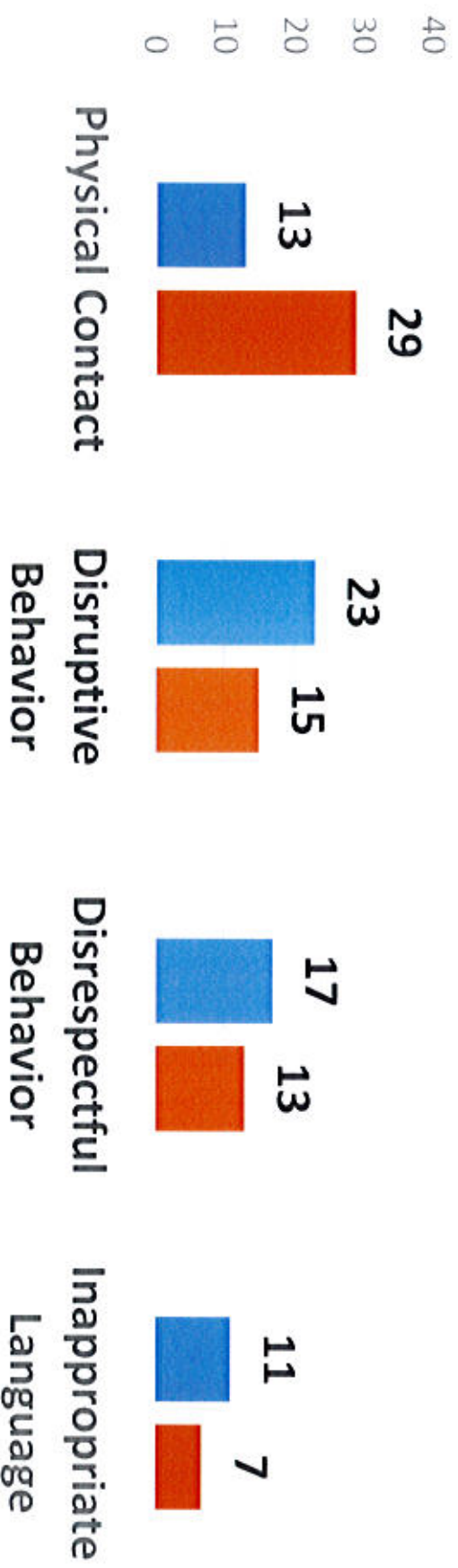
Grades 1-3			
	BOY	MOY	EOY
Meeting Standard	8%	3%	
Making Progress	28%	55%	
Minimal Progress	72%	42%	

Jackson School Infractions Total by Month 2016-17 and 2017-18



■ 2016-17 ■ 2017-18

Jackson School Common Infraction Total by Type September through January 2016-17 and 2017-18



■ 2016-17 ■ 2017-18

JOB SPECIFICATIONS

TITLE: *Facilities/Maintenance/Custodian*

QUALIFICATIONS:

- *Knowledge of the methods, materials, and equipment used and the safety precautions to be taken in performing custodial work*
- *Knowledge of the use, operation and care of custodial equipment*
- *Knowledge of fire and accident prevention in public buildings, including the operation of fire extinguishers*
- *Knowledge to select, mix and apply cleaning agents appropriate for the task*
- *Ability to adhere to safety standards and safety practices*
- *Ability to follow oral and written instructions*
- *Neat in appearance*
- *Prompt in reporting for work*
- *Valid Massachusetts driver's license required*
- *Must be in good health and possess the ability to push, pull or lift*
- *Must possess ability to climb ladders and work in tight spaces, i.e. attics, equipment rooms, etc.*
- *Must be able to respond to after school hours if needed*
- *Must have HVAC experience*
- *Valid Massachusetts unrestricted HVAC license preferred*
- *Valid Massachusetts Stationery Engineer license preferred*

REPORTS TO: *Director of Maintenance and Custodial Services/Maintenance Specialist*

JOB GOAL:

1. *Maintain a clean, comfortable and safe building as well as outside grounds*
2. *To provide assistance with the planning and implementation of maintenance construction and renovation activities necessary to maintain the buildings excellent condition.*

PERFORMANCE RESPONSIBILITIES:

1. *Carry out plans and directions of the Director of Maintenance and Custodial Service/Maintenance Specialist*
2. *Perform all types of cleaning, including floors, walls, windows, lights, furniture and bathroom facilities*
3. *Operate vacuums, floor machines, carpet cleaners and other associated equipment, including wet mop and wax floors*
4. *Maintain custodial supplies and space in a neat, orderly fashion*
5. *Perform building security checks as directed*
6. *Prepare function support and set up/breakdown for scheduled events*
7. *Ability to complete minor repairs to plumbing, furniture, lights, doors, windows, etc.*

**PERFORMANCE
RESPONSIBILITIES
(continued):**

8. *Move bulk material such as boxes of supplies, books, etc. (up to 50 lbs.)*
9. *Move furniture such as desks, chairs, file cabinets, bookcases, etc.*
10. *Mow laws and trim shrubs*
11. *Display the flag*
12. *Participate in trainings such as OSHA*
13. *Perform a variety of semi-skilled and skilled maintenance work and operate a variety of equipment in the construction operation, repair and maintenance of facilities*
14. *Operate and maintain light and medium size construction and power equipment*
15. *Snow Removal*
16. *Painting*
17. *Comply with Safety Rules and Regulations and satisfy OSHA requirements*
18. *Perform any other duties assigned by the Director of Maintenance and Custodial Services and/or Superintendent of Schools.*

**TERMS OF
EMPLOYMENT:**

As per custodial contract

EVALUATION:

As per custodial contract