

Agenda

Plainville School Committee Meeting
Tuesday, October 10, 2017
6:00 PM
Wood School Learning Commons
72 Messenger Street, Plainville, MA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - a. September 28, 2017, Regular Session Minutes (Vote Required)
 - b. September 28, 2017, Executive 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. Ikbali)
 - e. Town Building Committee (Mrs. Clarke)
 - f. Sick Leave Bank Committee (Mr. Ikbali)
 - g. Wellness Committee (Mr. Ikbali)
8. RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES
 - a. Appointment(s)
9. SUPERINTENDENT'S REPORT
 - a. Special Education Regional Steering Committee
10. OLD BUSINESS
 - a. Fall Festival on Sunday, October 15, 2017, 12-5
 - b. School Committee Goals: "Town Hall/Office Hours" meeting date and questions for the anticipated survey
11. NEW BUSINESS
 - a. New England Patriots Cradles to Crayons Coat Drive (Vote Required)
 - b. Data Team Member Job Description (Vote Required)
 - c. Nature's Classroom Coordinator Job Description (Vote Required)
 - d. Revised Rubrics-Teacher Evaluation Elements (Vote Required)
 - e. Revised Rental Rates (Vote Required)
 - f. Line Item Transfers for Fiscal Year 2018 (Vote Required)

Over

- g. School Adjustment Counselor/Team Chair at Wood School-Update from Mrs. Roberts-Pratt
- h. Legislative Update
- i. Any item(s) not anticipated at the time of posting

12. INFORMATION

- a. Enrollment, October 1, 2017
- b. Revised September 12, 2017 Regular Session School Committee Minutes

13. EXECUTIVE SESSION

14. FUTURE AGENDA ITEMS

- a. Report Card Committee Update-Mrs. Campbell (October 24, 2017)
- b. Calendar Committee (TBD)
- c. What Districts Need To Do Re: ESSA (TBD)
- d. Procurement Card Update (TBD)

15. 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 SCHOOL COMMITTEE MEETING
Minutes of September 28, 2017

Regular Session

CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 6:05 p.m. in the Wood School Learning Commons. Also present were Linn Caprarella, Maggie Clarke, Javed Ikbal, Charlene McEntee, and Superintendent Raiche.

Administrators Present: Kate Campbell, Principal, Anna Ware Jackson School
Edward Clarke, Administrator of Special Education and Support Services
Caron Ketchum, School Business Administrator
Stephanie Whitaker, Technology Systems Administrator

EXECUTIVE SESSION

- a. Recording Secretary Contract
- b. Superintendent's Contract
- c. Teacher and Education Support Professionals Contracts

MOTION by Charlene McEntee seconded by Maggie Clarke, to go into Executive session at 6:06 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
Charlene McEntee	Yes
Javed Ikbal	Yes

Returned from Executive session at 6:40 p.m.

APPROVAL OF MINUTES

MOTION by Maggie Clarke seconded by Charlene McEntee to approve the September 12, 2017 regular session minutes with one amended change per the request of Mrs. McEntee. On page 2 under the King Philip School Committee, bullet 3 add "interviewing MASC and NESDEC" and delete "using MASC". So voted, 4 in favor, 1 abstain (Caprarella)

MOTION by Charlene McEntee, seconded by Maggie Clarke to approve and hold the September 12, 2017 executive session minutes. So voted, 4 in favor, 1 abstain (Caprarella)

SHOWCASE

- a. Open House Videos for Jackson and Wood School

The Committee viewed two videos:

- Opening day/week for Jackson School created by Laurie Durand, Music Teacher

- Opening day/week for Wood School created by Ian Hall, Digital Specialist
- Both videos were well received and appreciated by the Committee.

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 said the King Philip School Committee met on September 18th. Items on the agenda included:

- Budget update
- Discussion on goals
- Getting proposals from MASC & NEASC for the upcoming Superintendent search
- Vote on the delegate for the annual MASC conference
- Discussion on extracurricular committees and clubs
- Discussion on 504 plans

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

Mrs. Caprarella said the Committee will discuss in executive session.

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

Mrs. McEntee said a budget subcommittee meeting is scheduled for tonight.

d. Communications Subcommittee-Mrs. Abrams, Mr. Ikbali

Mrs. Abrams said no meetings have yet been scheduled.

e. Town Building Committee-Mrs. Clarke

Mrs. Clarke reported that the Committee met on September 20th and that the foundation is in, that the old Wood School is coming down piece by piece, the rebar is in, and more asbestos has been identified in the building and is being removed. In addition, a discussion was held with the Redevelopment Authority about potential uses for the current town hall and safety building. John Teiner from the Plainville Recreation Department has expressed an interest in using the current town hall. Wednesday, October 4th, is the next meeting.

f. Sick Leave Bank Committee-Mr. Ikbali

Nothing.

g. Wellness Committee-Mr. Ikbali

Mr. Ikbali said a meeting is scheduled for October 12th; Mr. Clarke said the "Walk to School" event is scheduled for October 4th.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

a. Appointments:

- Stacey Haven, Enrichment Coordinator for the 2017-18 year
- Sam Murdoch, Special Education Teacher at Wood School, effective October 12, 2017

In addition Superintendent Raiche informed the Committee that Abby LeCompte has been offered the .2 nurse position.

SUPERINTENDENT'S REPORT

a. Staff Migration Trends

Three employees retired and fourteen employees resigned during the 2016-17 school year. Some took new positions with more responsibility/salary and others for personal/family reasons.

b. Educational Background of Teaching Staff

Over three quarters of teachers in the district hold a degree at or above the Master's level. (Master's + 15 credits, Master's + 36 credits or Master's + 60 credits). New teachers hired have brought approximately forty (40) years of experience with them.

c. Instrumental Music Program

The instrumental music teaching position had been increased from a .6 to a .8 position effective for the 2017/2018 school year. Superintendent Raiche reported that the program has reported an increase in the number of band students by 23. In addition, it is anticipated that the band size for next year will be 115 students.

OLD BUSINESS

a. BoardDocs Update

Mrs. Rieger informed the Committee that the 1st training was held earlier today from 11:30 a.m. – 4 p.m. The next steps will be to order Chrome books/tablets and then provide training for the Committee and administrators.

b. School Committee Goals for 2017-18

Mrs. Abrams asked about action steps for the school committee goals. Mrs. Clarke will coordinate the 'town hall' meetings, which will most likely be held in October, January, and April. Each school committee member will bring one question to the next meeting that they would like to include in a survey to the community about the perception of the school committee and school district. Discussion also was held on the legislative goal and the best ways to attain this goal, i.e. keep abreast of discussion on the MASC list serve, bring back ideas as a result of attending conferences such as the annual MASC conference, etc.

NEW BUSINESS

a. North Attleboro Elks-Donation of Dictionaries for grade 3 students (Vote Required)

The North Attleboro Elks is continuing their yearly nationwide dictionary program of donating dictionaries to grade 3 students.

MOTION by Maggie Clarke, seconded by Charlene McEntee, to approve the gift of dictionaries for grade 3 students from the North Attleboro Elks. So voted.

b. BayState Textiles Gift of \$28.00 (Vote Required)

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve \$28.00 from BayState Textiles, Inc. for the Plainville district to be used to reimburse expenses for district technology purchases. So voted.

c. Jackson School Council Fundraiser; Adopt a Texas Classroom (Vote Required)

The Committee reviewed a memo from Laurie Durand seeking the approval for a fundraiser to be held at Jackson School from October 2-6, 2017; said fundraiser will obtain donations of school supplies for a school in Texas that was damaged due to Hurricane Harvey. The members of the Grade 3 Jackson School Council will coordinate the fundraiser with Mrs. Durand.

MOTION by Maggie Clarke, seconded by Linn Caprarella, to approve the Jackson School Council Fundraiser to adopt a Texas classroom and send school supplies to a school in Orange, Texas (with details as presented). So voted.

d. Plainville Lions Club Flyers for Annual Fall Festival on October 15, 2017

The Committee had previously decided to obtain a booth at the upcoming Fall Festival sponsored by the Plainville Lions Club. Mrs. Abrams will complete the form and pay the \$35.00 fee to obtain the booth and each committee member will give her \$7.00. Mrs. Clarke, Mr. Ikbal and Mrs. Abrams are available to attend the festival and they will determine what time slots they will take during the festival.

e. Reorganization of School Committee-MASC Delegate

Since the current MASC delegates, Mrs. Clarke and Mrs. Caprarella, are unable to attend the annual MASC conference this November, the Committee needs to appoint another school committee member as the delegate and another as alternate delegate. Mrs. McEntee is the alternate delegate for King Philip School Committee.

MOTION by Charlene McEntee, seconded by Maggie Clarke to appoint Javed Ikbal as the MASC Delegate Representative and Amy Abrams as the MASC Delegate Alternate. So voted.

f. Money Returned to the Town General Fund, FY2017 (Vote Required)

The Committee reviewed a memo from Superintendent Raiche which listed the amount of money that has been returned to the town for the past ten years for each fiscal year's school budget.

MOTION by Charlene McEntee, seconded by Javed Ikbal, to approve the return of \$1,471.00 in unspent funds from the FY2017 school budget to the Town of Plainville's general fund. So voted.

EXECUTIVE SESSION

- a. Recording Secretary Contract, Superintendent's Contract, Memorandum of Agreement for the Education Support Professional Contract, Teacher Contract

MOTION by Linn Caprarella seconded by Maggie Clarke, to go into Executive session at 7:32 p.m. for the purpose of discussing collection bargaining strategies which, if held in open session, might hurt the Committee's bargaining position and to return to the regular meeting.

Roll Call Vote:

Amy Abrams	Yes
Linn Caprarella	Yes

Maggie Clarke	Yes
Charlene McEntee	Yes
Javed Ikbal	Yes

MOTION by Javed Ikbal, seconded by Maggie Clarke to extend the meeting past 8:00 p.m. So voted.

Returned from Executive Session at 8:06 p.m.

g. Approval: Recording Secretary Contract

MOTION by Javed Ikbal, seconded by Charlene McEntee, to amend the recording secretary contract in Section A, “The Secretary to the School Committee shall be compensated at the rate of \$150.00 per regular meeting during Fiscal Year 2018 and will receive additional compensation for any meeting that lasts longer than two hours; said additional compensation will be prorated at an hourly rate.” In addition, the recording secretary will receive retroactive pay for meeting dates in FY2017 that began at 4:00 p.m. and were longer than two hours. So voted.

h. Approval: Superintendent Contract (Vote Required)

Superintendent Raiche’s current contract expires in June, 2018.

MOTION by Maggie Clarke, seconded by Javed Ikbal to approve the extension of Superintendent Raiche’s current contract for two years and to approve a 3.2% increase in salary for FY18, a 3.5% increase in salary for FY19 and a 4.0% increase in salary for FY20. All other terms of the contract will remain the same. So voted.

i. Approval: Revised Memorandum of Agreement-Education Support Professional Contract for the Duration of September 1, 2017 – August 31, 2020 (Vote Required)

The Memorandum of Agreement had one minor change from the Memorandum of Agreement which was approved at the last school committee meeting. Current language: “A substantially different position shall be defined as a transfer of more than two grades...”

Proposed language: “A substantially different position shall be defined as a transfer of two grades or more”

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the revised Memorandum of Agreement for the contract for the Education Support Professionals for the period of September 1, 2017 – August 31, 2020 as presented. So voted.

j. Legislative update

None.

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

None.

INFORMATION

There was no discussion on items in information.

ADJOURNMENT

MOTION by Linn Caprarella seconded by Javed Ikbal, to adjourn at 8:12 p.m. So voted.

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Minutes from September 12, 2017
- Appointment Memo
- Superintendent's Report: Documents on staff migration, educational background of teaching staff, and instrumental music program information
- Old Business: Document on School Committee Goals for 2017/18
- New Business:
 - Memo on the gift of dictionaries from the North Attleboro Elks
 - Memo on BayState Textiles Gift (\$28.00)
 - Memo on the Jackson School Council Fundraiser to Adopt a Texas Classroom
 - Flyers pertaining to the Plainville Lions Club Annual Fall Festival
 - Reorganization memo and MASC Delegate form
 - Memo on money returned to the town's General Fund
- Information::
 - Food Service End-of-Year 2016/17 Report
 - Job descriptions for Curriculum Team Member and Grade/Teacher Liaison
 - FY17 Revolving Accounts Summary and FY17 Budget Summary through 6/30/17
 - Revised Listing of School Committee Attendance and Minutes approved in 2016/17
- Executive Session:
 - Contract document for recording secretary, contract documents for Supt. Raiche, document on teacher salary and Memorandum of Agreement for Education Support Professional contract



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: September 29, 2017

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

The following appointments have been made, effective for the 2017/2018 school year)

Abby LeCompte	.2 Nurse (Contracted Service)
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Open positions:

Network Administrator

Facilities/Maintenance Custodian

2 hour/day Food Services Worker @ Jackson School
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Abby LeCompte

Education

University of New Hampshire

Durham, New Hampshire

Bachelor of Science

Major: Nursing

GPA: 3.800

Attended September 1997 to May 2002

Degree conferred May 2002

Experience

Rhode Island Hospital

Feb 2015 - Present

IV RN

Providence, Rhode Island

Supervisor: Susan Patterson (4014445216)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Saint Mary - Sacred Heart

Sep 2011 - Jun 2016

School Nurse

North Attleboro, MA

School Nurse responsible in caring for students kindergarten through eighth grade.

Providing staff with CPR/ AED and other necessary medical training.

Teaching students about various health related topics.

Vision, hearing and scoliosis testing

Following immunization records and keeping them up to date.

Providing and utilizing care plans for various students with new, ongoing and or chronic health conditions.

Reason for leaving: Birth of a child.

Supervisor: Denise Peixoto (5082088050)

Experience Type: Other, Part-time

It is **OK** to contact this employer

Memorial Hospital of Rhode Island

Dec 2004 - Feb 2015

RN

Pawtucket Rhode Island

Pediatric RN on Pediatric/ Adult Medical Surgical Floor.
Caring for Children of all ages.
Caring for children with multiple disabilities from various family/ cultural backgrounds
Placing IVs, lab draws

Reason for leaving: Pediatric floor was closed and placed on primary adult floor

Supervisor: Nancy Amedee (401-729-2000)

Experience Type: Other, Full-time

It is **OK** to contact this employer

SUPERINTENDENT'S REPORT

a. Special Education Regional Steering Committee

In response to the Special Education Program Evaluation Report completed by Walker Partnerships in 2016, the Norfolk, Plainville, Wrentham and King Philip Regional School Districts established a collaborative planning committee, the Regional Special Education Steering Committee, to identify areas of common interest and need regarding special education. The committee is made up of four representatives from each of the elementary districts and six representatives from King Philip, including both administrators and teachers, and has been facilitated by an outside educational consultant, Dorsey Yearley. The committee has met three times to date with the identified purpose of developing a shared vision for special education across the four districts that supports a cohesive experience for students and effective collaboration among the administrators and teachers, while allowing for flexibility based upon the specific needs of each district.

Using a basic strategic planning process, each district first completed a self-assessment of strengths and challenges related to special education programming and shared that analysis with the committee. The committee as a whole then identified common strengths and challenges in order to select two priority issues as the focus for the work of the committee for the coming school year. At the final meeting of the 2016-17 school year, the committee began preliminary work on identifying both long-and short-term goals for each of these areas, as well as identifying first steps in the development of a strategic implementation plan to address identified needs.

As a first area of focus, the committee selected the development of more effective supports for students with social/emotional needs, including general education instructional strategies and supports as well as special education programmatic responses. The first step in this work would involve sharing both information regarding current initiatives and programs in each district and information regarding the changing nature of student needs in order to identify ways to support more effective collaboration. The second area of focus selected was to refine the transition process from the elementary to the secondary level so that students and families experience the transition as positive and well supported and staff in each district have the information necessary to manage the IEP process effectively and make appropriate decisions about resources. This work would involve identifying increased opportunities for information sharing and relationship building among staff members in all districts as well as reviewing the mechanisms for short-and long-term planning.

Through this process, the districts have begun to develop a deeper understanding of the programmatic strengths and challenges that they each face, and they have committed to maintain a focus on the needs of all students as well as the needs of students with disabilities. The committee will continue to refine the planning efforts in the fall, with a goal of reporting on a fully developed implementation plan in the early winter, prior to the winter break.



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Email: draiche@plainville.k12.ma.us

To: School Committee
From: David P. Raiche, Superintendent of Schools
Re: New England Patriots Cradles to Crayons Coat Drive (Vote Required)
Date: September 27, 2017

I received an email and flyer from Julie Redwine from the New England Patriot organization regarding the Cradles to Crayons Coat Drive.

Mrs. Roberts-Pratt is interested in having the students at the Wood Elementary School participate in the Cradles to Crayons Coat Drive and I support this endeavor. I have attached the flyer.

Please take a vote of approval.

Attachment



TEAM UP WITH

The New England Patriots FIVE TIME Super Bowl Champions

Coat Drive

Cradles to Crayons expects to receive over 30,000 requests for winter coats this year and **YOU** can make a difference!

We will be collecting new and gently-used winter coats (sizes newborn to adult medium), new winter hats, mittens, and gloves from September 15th through November 15th.

Donations can be dropped off in the Patriots Celebrate Volunteerism collection bins at your school.

Collect warm layers for local children in need!



For children in need, staying warm is a struggle indoors and outside.



**Cradles
to Crayons**



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Email: draiche@plainville.k12.ma.us

Date: September 29, 2017

To: School Committee

From: David P. Raiche
Superintendent of Schools

Re: Job Description for *Data Team Member* (Vote Required)

I recommend approval of the attached job description for a Data Team Member. As you know, this position was created as part of the successor agreement with the Plainville Education Association (PEA). This job description was shared with the PEA prior to my moving it forward.

Attachment

JOB SPECIFICATIONS

Title: *Data Team Member*

Qualifications:

- *Successful completion of district approved data team training program*
- *Ability to facilitate team discussions*
- *Effective communication skills*
- *Proven organizational skills*
- *Ability to work independently and be self-directed*

Reports to: *Building Principal*

Job Goal: *Responsible for preparing and facilitating the necessary materials and meetings that support district efforts to use data to inform interdisciplinary instruction, effective instruction, and performance-based assessments*

Performance Responsibilities:

- *Attend pre-data meetings*
- *Prepare the agenda for data meetings*
- *Prepare visuals/reports for data meetings*
- *Disseminate data reports and other materials to participants*
- *Facilitate data meetings*
- *Create/update action plans*
- *Prepare and maintain history data/visuals*
- *Work in conjunction with the District Data Specialist to coordinate district data collection and dissemination*

Terms of Employment: *Two-year appointment by the Superintendent of Schools*

Compensation: *Per the Teacher Contract*

Approved:



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David P. Raiche
Superintendent of Schools

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

Date: October 4, 2017

To: School Committee

From: David P. Raiche
Superintendent of Schools

Re: Job Description for *Nature's Classroom Coordinator* (Vote Required)

I recommend approval of the attached job description for Nature's Classroom Coordinator. As you know, this position was created as part of the successor agreement with the Plainville Education Association (PEA). This job was shared with the PEA prior to my moving it forward.

Attachment

JOB SPECIFICATIONS

Title: *Nature's Classroom Coordinator*

Qualifications: *• Grade 6 Classroom Teacher or Special Educator*

Reports to: *Wood School Principal*

Performance Responsibilities:

- Work in conjunction with the principal and the PTO to request necessary funds*
- Schedule and facilitate parent information sessions, chaperone meetings and student-information sessions*
- Serve as the liaison for the school with Nature's Classroom staff in matters related to housing, use of facilities, parent-student ratio, class offerings, food issues, etc.*
- Create and maintain a school website related to Nature's Classroom which keeps all parties well informed*
- Coordinate medication pick up/drop off between parents and the nurse at the beginning and end of the trip and transport medications to and from the Wood School Nurse and the Nature's Classroom Nurse*
- Provide the principal and parents with daily updates from Nature's Classroom*
- Assign students to cabins, field groups and cafeteria settings so that all students feel comfortable and have the opportunity for a successful experience*
- Make sure an appropriate number of chaperones participate and recruit additional chaperones, if necessary*
- Serve as a resource to all chaperones before and during the trip*
- Provide all chaperones with any pertinent information*
- Work with Nature's Classroom staff to ensure a successful experience for every student*

Terms of Employment: *Annual appointment by the Superintendent of Schools*

Compensation: *Per the Teacher Contract*

Approved:



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David P. Raiche
Superintendent of Schools

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

To: School Committee
From: David P. Raiche, Superintendent of Schools
Re: Revised Rubrics-Teacher Evaluation Elements (Vote Required)
Date: September 29, 2017

The proposed revisions include a consolidation of rubric elements as well as the addition of clarifying language. The language changes fell mainly within the exemplary rating category and only pertain to standard areas I, II, and III. No changes are recommended for standard area IV.

All proposed changes are being recommended by the Educator Evaluation Committee.

Attachments: Current and Revised (1-3)

1. Curriculum, Planning and Assessment
2. Teaching All Students
3. Family and Community Engagement
4. Current: Professional Culture

I. Curriculum, Planning & Assessment

The Teacher: 4 3 2 1

	Exemplary	Proficient	Needs Improvement	Unsatisfactory
a. Criteria to meet objective	Posts, shares and refers to criteria for proficiency including rubrics, exemplars, objectives with multiple exemplars and growth-producing feedback and reflects content being taught.	Posts, shares and refers to criteria for proficiency including rubrics, exemplars, objectives, and/or student work with commentary and reflects content being taught.	Tells students some of the qualities that their finished work should exhibit and/or posts some work.	Expects students to know (or figure out) what it takes to get good grades and/or posts some work.
b. Diagnosis	Gives students a well comprehensive diagnostic assessments, diagnoses students' knowledge, makes adjustments and provides individualized instruction.	Diagnoses students' knowledge and makes adjustments to lessons based on the data.	Only uses formative or anecdotal information before beginning a unit.	Begins instruction without diagnosing students' skills and knowledge.
c. Checking for Understanding	Uses a variety of effective methods to check for understanding; and addresses multiple intelligences.	Frequently checks for understanding using oral and written responses and gives students' helpful information if they seem confused. Adjusts lesson as appropriate.	Uses mediocre methods (e.g., thumbs up, thumbs down) to check for understanding during instruction.	Uses ineffective methods ("Is everyone with me?") to check for understanding.
d. Self-Assessment	Has students set ambitious goals, self-assess throughout the unit, and take responsibility for improving their performance.	Has students set goals for each unit, self-assess, and know where they stand academically.	Urges students to look over their work, see where they had trouble, and aim to improve those areas.	Allows students to move on without assessing and improving problems in their work.
e. Structured Lessons	Develops well-structured, relevant and motivating lessons with challenging, measurable objectives and appropriate	Develops well-structured, relevant and motivating lessons with challenging, measurable objectives and appropriate	Develops lessons with only some elements of appropriate student engagement strategies, pacing, sequence, activities, materials,	Develops lessons with inappropriate student engagement strategies, pacing, sequence, activities, materials, resources, and/or

I. Curriculum, Planning , and Assessment

The Teacher:

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	Exemplary	Proficient	Needs Improvement	Unsatisfactory
	and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping to attend to every student's needs.	and appropriate student engagement strategies, pacing, sequence, activities, materials, resources, technologies, and grouping to attend to most students.	activities, materials, resources, and grouping that interests only some students.	resources, and/or grouping for the intended outcome or for the students in the class with little student involvement and/or motivation.
f. Support	Establishes and implements a schedule and plan for regularly sharing with all appropriate colleagues (classroom teachers, admin., ISPs) conclusions and insights about student progress. Seeks and applies feedback from them about practices that will support improved student learning and/or development.	Regularly shares with appropriate colleagues (classroom teachers, admin, ISPs) conclusions about student progress and seeks feedback from them about practices that will support student learning.	Occasionally shares with appropriate colleagues (classroom teachers, admin, ISPs) conclusions about student progress and seeks feedback from them about practices that will support student learning.	Rarely shares with appropriate colleagues (classroom teachers, admin, ISPs) conclusions about student progress and seeks feedback from them about practices that will support student learning.
g. Data Analysis	Works with colleagues to analyze, chart and use data to fine-tune teaching in a way that produces student growth.	Analyzes, charts and uses data from assessments, draws conclusions, and shares them with colleagues appropriately.	Records students' grades from assessments and notes some general patterns for future reference.	Gives tests, records students' grades without analysis and moves on with the curriculum.
h. Reflection	Works with colleagues to reflect daily on what worked and what didn't and continuously improve instruction.	Reflects weekly on the effectiveness of lessons and units and continuously works to improve them.	At the end of a teaching unit or semester, thinks about what might have been done better.	Does not draw lessons for the future when teaching is unsuccessful.
i. Knowledge	Is an expert in the subject area and can provide training to other staff or parents.	Knows the subject matter well and has a good grasp of child	Is somewhat familiar with the subject and has a few ideas of ways	Has little familiarity with the subject matter and few ideas on how

I. Curriculum, Planning , and Assessment

The Teacher:

4

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	Exemplary	Proficient	Needs Improvement	Unsatisfactory
	Is up to date on authoritative research on child development and how people learn.	development and how students learn.	students learn and develop.	to teach it and how students learn.
j. Standards	Has a detailed plan for the year that is tightly aligned with high standards and external assessments. Detailed plan includes authentic, rigorous lessons.	Follows the district's curriculum map so students will meet standards and be ready for unit, district and external assessments.	Infrequently follows the district curriculum map to prepare students for district and external assessments.	Plans lesson by lesson and has little familiarity with state standards and tests.
k. Units	Designs all units of instruction with measurable outcomes and challenging tasks requiring higher-order thinking skills that enable students to learn and apply the knowledge and skills defined in state standards/local curricula.	Designs most units of instruction with measurable outcomes and challenging tasks requiring higher-order thinking skills that enable students to learn and apply the knowledge and skills defined in state standards/local curricula.	Plans lessons with some thought to larger goals and objectives and higher-order thinking skills.	Teaches on an ad hoc basis with little or no consideration for long-range curriculum goals.

II. Teaching All Students

The Teacher: 4 3 2 1

	Exemplary	Proficient	Needs Improvement	Unsatisfactory
a. Mindset	Instills a "growth" mindset: take risks, learn from mistakes, through effective effort you can and will achieve at high levels.	Tells students that effective effort, not innate ability, is the key.	Doesn't counteract students' misconceptions about innate ability.	Communicates a "fixed" mindset about ability: some students have it, some don't.
b. Learning Objectives	Gives students a clear sense of purpose by posting the essential questions, learning objectives. Exemplars are shared with students.	Gives students a clear sense of purpose by posting the essential questions and the learning objectives.	Tells students the main learning objectives of each lesson.	Begins lessons without giving students a sense of where instruction is headed.
c. Connections	Activates and engages students' interest and makes connections to prior knowledge, experience, and reading.	Activates students' prior knowledge and their interest in each unit and lesson.	Is only sometimes successful in making the subject interesting and relating it to things students already know.	Rarely engages students' interest or makes connections to their lives.
d. Engagement	Gets all students highly involved in focused work in which they are active learners and problem-solvers.	Has students actively think about, discuss, and use the ideas and skills being taught.	Attempts to get students actively involved but some students are disengaged.	Mostly lectures to passive students or has them plod through textbooks and worksheets.
e. Differentiation	Effectively differentiates and scaffolds instruction to accommodate all students' needs in all academic areas and in social/emotional learning.	Effectively differentiates and scaffolds instruction to accommodate all students' learning needs.	Attempts to differentiate and scaffold instruction to accommodate all students' learning needs.	Fails to differentiate instruction for students with learning difficulties.
f. Application	Has students summarize what they have learned by	Has students summarize what they have learned and apply	Sometimes brings closure to lessons and asks students to think about applications.	Moves on at the end of each lesson without closure or application to other contexts.

II. Teaching All Students

The Teacher:

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	Exemplary	Proficient	Needs Improvement	Unsatisfactory
	applying learning in multiple contexts.	it in a different context.		
g. Classroom Management	Communicates and consistently enforces high standards for student behavior by pro-actively utilizing a variety of management strategies to maximize academic learning time including lesson momentum and smooth transitions.	Clearly communicates and consistently enforces high standards for student behavior. Maintains lesson momentum and smooth transitions.	Announces and posts classroom rules and consequences.	Comes up with rules and consequences as events unfold during the year.
h. Relationships	Is fair and respectful toward students and builds positive relationships with and amongst most students and works with colleagues to foster positive relationships throughout the school community.	Is fair and respectful toward students and builds positive relationships with and amongst most students.	Is fair and respectful toward most students and builds positive relationships with some.	Is sometimes unfair and disrespectful to the class; plays favorites.
i. Growth-Producing Feedback	Provides age-appropriate, growth-producing feedback consistently and provides multiple opportunities for improvement by using a variety of tasks.	Provides age-appropriate, growth-producing feedback consistently.	Rarely provides age-appropriate, growth-producing feedback.	Rarely provides any feedback.

III. Family and Community Engagement

The Teacher: 4 3 2 1

	Exemplary	Proficient	Needs Improvement	Unsatisfactory
a. Responsiveness	Communicates respectfully with families, is sensitive and able to differentiate academically, culturally and behaviorally and supports other staff with this element.	Communicates respectfully with families, is sensitive and able to differentiate academically, culturally and behaviorally.	Attempts to communicate respectfully with families, is sensitive and able to differentiate academically, culturally or behaviorally.	Is often insensitive to the cultural, academic or behavioral needs of students and their families.
b. Communications and Expectations	Engages families in academic and behavior goal setting and progress monitoring throughout the year. Makes sure families hear positive news about their student first, and immediately flag any problems.	Provides families with user-friendly expectations for student learning and behavior in a variety of ways throughout the year. (e.g., via website, newsletter, email, Class Dojo, Remind). Promptly informs families of behavior and learning problems and updates families on good news.	Sends home or posts a list of classroom rules and policies for the year. Lets families know about problems their students are having but rarely mentions positive news.	Doesn't inform families or offers very little information about learning and behavior expectations. Seldom informs families of concerns or positive news about their students.
c. Parent Engagement	Uses multiple sources of data to communicate to families their student's progress. Shares updated information to inform families about curriculum standards and offers a variety of ways to support learning at home.	Uses data to communicate to families their student's progress. Shares updated information to inform families about curriculum standards and offers ways to support learning at home.	Sends home occasional suggestions on how families can help their student with schoolwork.	Rarely if ever communicates with families on ways to help their children at home.
d. Reporting	Uses student-led conferences, report cards, progress reports, informal talks, or other means of communication to give families growth-producing feedback on their student's progress. Successfully and immediately deals with family concerns.	Responds promptly to family concerns and uses conferences and report cards to give families growth-producing feedback on their student's progress.	Uses report card conferences to tell families the areas in which their student can improve. Is slow or does not respond to family concerns.	Gives out report cards and expects families to deal with the areas that need improvement without support. Does not respond to family concerns.

III. Family and Community Engagement

The Teacher: 4 3 2 1

	Exemplary	Proficient	Needs Improvement	Unsatisfactory
e. Community Outreach	Reaches out to families and community to involve them in teacher-created activities. (Has volunteers, coordinates guest speakers, etc.)	Reaches out to families and community to involve them in activities. (Including grade-level expos, etc.)	Participates in grade-level outreach providing little to no assistance to the team.	Makes families feel unwelcome in the classroom. Does not support the team with any community outreach.

The Teacher: 4 3 2 1

October 29, 2015

The Teacher: **4** **3** **2** **1**

Page 2

II. Teaching All Students

The Teacher:	4	3	2	1
	Exemplary	Proficient	Needs Improvement	Unsatisfactory
a. Mindset	Actively inculcates a "growth" mindset: take risks, learn from mistakes, through effective effort you can and will achieve at high levels.	Tells students that effective effort, not innate ability, is the key.	Doesn't counteract students' misconceptions about innate ability.	Communicates a "fixed" mindset about ability: some students have it, some don't.
b. Goals	Shows students exactly what's expected by posting essential questions, goals, rubrics, and exemplars of proficient work.	Gives students a clear sense of purpose by posting the unit's essential questions and the lesson's goals.	Tells students the main learning objectives of each lesson.	Begins lessons without giving students a sense of where instruction is headed.
c. Connections	Activates and engages students' interest and makes connections to prior knowledge, experience, and reading.	Activates students' prior knowledge and their interest in each unit and lesson.	Is only sometimes successful in making the subject interesting and relating it to things students already know.	Rarely engages students' interest or makes connections to their lives.
d. Clarity	Always presents material clearly and explicitly, with well-chosen examples and vivid and appropriate language.	Uses clear explanations, appropriate language, and examples to present material.	Sometimes uses language and explanations that are fuzzy, confusing, or inappropriate.	Often presents material in a confusing way, using language that is inappropriate.
e. Engagement	Gets all students highly involved in focused work in which they are active learners and problem-solvers.	Has students actively think about, discuss, and use the ideas and skills being taught.	Attempts to get students actively involved but some students are disengaged.	Mostly lectures to passive students or has them plod through textbooks and worksheets.
f. Differentiation	Successfully reaches students by skillfully differentiating and scaffolding.	Differentiates and scaffolds instruction to accommodate most students' learning needs.	Attempts to accommodate students with learning deficits, but with mixed success.	Fails to differentiate instruction for students with learning deficits.
g. Nimbleness	Defly adapts lessons and units to exploit teachable moments and correct misunderstandings.	Is flexible about modifying lessons to take advantage of teachable moments.	Sometimes doesn't take advantage of teachable moments.	Is rigid and inflexible with lesson plans and rarely takes advantage of teachable moments.
h. Application	Consistently has students summarize and synthesize what they learn and apply it to real-life situations.	Has students sum up what they have learned and apply it in a different context.	Sometimes brings closure to lessons and asks students to think about applications.	Moves on at the end of each lesson without closure or application to other contexts.
i. Expectations	Is direct, specific, consistent, and tenacious in communicating and enforcing very high expectations.	Clearly communicates and consistently enforces high standards for student behavior.	Announces and posts classroom rules and consequences.	Comes up with ad hoc rules and consequences as events unfold during the year.

II. Teaching All Students

The Teacher:

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	Exemplary	Proficient	Needs Improvement	Unsatisfactory
j. Relationships	Shows caring, respect and fairness for all students and builds strong relationships.	Is fair and respectful toward students and builds positive relationships.	Is fair and respectful toward most students and builds positive relationships with some.	Is sometimes unfair and disrespectful to the class; plays favorites.
k. Homework	Assigns appropriate homework, holds students accountable and promptly provides growth-producing feedback.	Assigns appropriate homework, holds students accountable for turning it in, and provides feedback.	Assigns homework, keeps track of compliance, but rarely follows up with parents and students	Assigns homework but is resigned to the fact that many students won't turn it in, and doesn't follow up with parents and/or students
l. Tenacity	Follows up with students with personal attention so they all show growth and make gains.	Takes responsibility for all students to show and maintain growth and focuses on struggling students to meet their needs.	Offers under-performing students some additional time to study and do retakes.	Fails to provide students with personal attention.

III. Family and Community Engagement

The Teacher:

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	Exemplary	Proficient	Needs Improvement	Unsatisfactory
a. Respect	Shows great sensitivity and respect for family and community culture, values, and beliefs.	Communicates respectfully with parents and is sensitive to different families' culture and values.	Tries to be sensitive to the culture and beliefs of students' families but sometimes shows lack of sensitivity.	Is often insensitive to the culture and beliefs of students' families.
b. Belief	Shows each parent an in-depth knowledge of their child and a strong belief he or she will meet or exceed standards.	Shows parents a genuine interest and belief in each child's ability to reach standards.	Tells parents that he or she cares about their children and wants the best for them.	Does not communicate to parents knowledge of individual children or concern about their future.
c. Expectations	Gives parents clear, user-friendly learning and behavior expectations and exemplars of proficient work.	Gives parents clear expectations for student learning and behavior for the year.	Sends home a list of classroom rules and the syllabus for the year.	Doesn't inform parents about learning and behavior expectations.
d. Communication	Makes sure parents hear positive news about their children first, and immediately flags any problems.	Promptly informs parents of behavior and learning problems, and also updates parents on good news.	Lets parents know about problems their children are having but rarely mentions positive news.	Seldom informs parents of concerns or positive news about their children.
e. Involving	Frequently involves parents and community in supporting and enriching the curriculum for their children as it unfolds including those who are hard to reach.	Updates parents on the unfolding curriculum and suggests ways to support learning at home including those who are hard to reach.	Sends home occasional suggestions on how parents can help their children with schoolwork.	Rarely if ever communicates with parents on ways to help their children at home.
f. Responsiveness	Deals immediately and successfully with parent concerns and makes parents feel welcome any time.	Responds promptly to parent concerns and makes parents feel welcome in the school.	Is slow to respond to some parent concerns and comes across as unwelcoming.	Does not respond to parent concerns and makes parents feel unwelcome in the classroom.
g. Reporting	Uses student-led conferences, report cards, informal talks, and other means of communication to give parents detailed and helpful feedback on children's progress.	Uses conferences and report cards to give parents feedback on their children's progress.	Uses report card conferences to tell parents the areas in which their children can improve.	Gives out report cards and expects parents to deal with the areas that need improvement.

IV. Professional Culture

The Teacher:	4	3	2	1
	Exemplary	Proficient	Needs Improvement	Unsatisfactory
a. Attendance	Has perfect or near-perfect attendance (98-100%)	Has very good attendance (95-97%).	Has moderate absences (6-10%). If there are extenuating circumstances, state below.	Has many absences (11% or more). If there are extenuating circumstances, state below.
b. Reliability	Carries out assignments conscientiously and punctually, keeps meticulous records, and is never late.	Is punctual and reliable with paperwork, duties, and assignments; keeps accurate records.	Occasionally skips assignments, is late, makes errors in records, and misses paperwork deadlines.	Frequently skips assignments, is late, makes errors in records, and misses paperwork deadlines.
c. Professionalism	Presents as a consummate professional and always observes appropriate boundaries.	Demonstrates professional demeanor and maintains appropriate boundaries.	Occasionally acts and/or dresses in an unprofessional manner and/or violates boundaries.	Frequently acts and/or dresses in an unprofessional manner and violates boundaries.
d. Judgment	Is invariably ethical, honest, and forthright, uses impeccable judgment, and respects confidentiality.	Is ethical and forthright, uses good judgment, and maintains confidentiality with student records.	Sometimes uses questionable judgment, is less than completely honest, and/or discloses student information.	Is frequently unethical, dishonest, uses poor judgment, and/or discloses student information.
e. Goal Setting	Individually and with colleagues builds capacity to propose and monitor challenging, measurable goals based on thorough self-assessment and analysis of student learning data.	Proposes challenging, measurable professional practice, team, and student learning goals that are based on thorough self-assessment and analysis of student learning data.	Proposes goals that are sometimes vague or easy to achieve and/or bases goals on a limited self-assessment and analysis of student learning data.	Generally, participates passively in the goal-setting process and/or proposes goals that are vague or easy to reach.
f. Decision-Making	In planning and decision-making at the school, department, and/or grade level, consistently contributes ideas and expertise that are critical to school improvement efforts.	Consistently contributes relevant ideas and expertise to planning and decision making at the school, department, and/or grade level.	May participate in planning and decision making at the school, department, and/or grade level but rarely contributes relevant ideas or expertise.	Participates in planning and decision making at the school, department, and/or grade level only when asked and rarely contributes relevant ideas or expertise.
g. Openness	Actively seeks out feedback and suggestions and uses them to improve performance.	Listens thoughtfully to other viewpoints and responds constructively to suggestions and criticism.	Is somewhat defensive but does listen to feedback and suggestions.	Is very defensive about criticism and resistant to changing classroom practice.
h.	Supports colleagues to collaborate in	Consistently and effectively	Does not consistently collaborate with	Rarely and/or ineffectively collaborates

IV. Professional Culture

The Teacher

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	Exemplary	Proficient	Needs Improvement	Unsatisfactory
Professional Collaboration	areas such as developing standards-based units, examining student work, analyzing student performance, and planning appropriate intervention.	collaborates with colleagues in such work as developing standards-based units, examining student work, analyzing student performance, and planning appropriate intervention.	colleagues in ways that support productive team effort.	with colleagues; conversations often lack focus on improving student learning.
i. Professional Learning and Growth	Consistently seeks out professional development and learning opportunities that improve practice and build expertise of self and other educators in instruction and leadership. Is able to model this element.	Consistently seeks out and applies ideas for improving practice from supervisors, colleagues, professional development activities, and other resources to gain expertise and/or assume different instruction and leadership responsibilities.	Participates only in required professional development activities and/or inconsistently or inappropriately applies new learning to improve practice.	Participates in few, if any, professional development and learning opportunities to improve practice and/or applies little new learning to practice.



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: October 4, 2017

To: School Committee

From: David P. Raiche, Superintendent of Schools
CBK Caron Ketchum, School Business Administrator

Re: Revised Rental Rates (Vote Required)

The budget subcommittee met on September 28, 2017 and reviewed the Use of Facilities rental rates. We have attached a copy of the policy and in red font have inserted the proposed revised rates. The effective date of implementing will be determined at the meeting on October 10, 2017.

We recommend approval of the revised rental rates on pages 4 and 5 of the policy as well as the hourly wage for the custodian listed on page 2.

Attachment

POLICY, REGULATIONS AND FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

The School Committee recognizes that the buildings under their jurisdiction provide the only large and diversified meeting places within the community. The facilities also provide a cafeteria and gymnasium, which further broadens the versatility of the buildings to the citizens of the community. These buildings represent a heavy capital investment, and the costs of operation and maintenance; specifically electricity, oil and gas are taking an ever-increasing amount of the limited funds available to the School Department. Thus money spent on electricity and oil is money that is not available for the educational program. All organizations wishing to use school facilities will be expected to share in the direct costs attributable to their use of the facilities. These charges, as established by the School Committee, are included under the fee schedule. (Amendment A)

Applications for the use of facilities including grounds should be submitted online utilizing the Plainville Public Schools website: <http://www.plainville.k12.ma.us>. Follow the link to Use of Facilities. If you do not wish to apply online, official applications are available at the Principal's office for each school.

Applications for the use of the school facilities should be made according to the following schedule:

DEADLINE FOR APPLICATIONS	MONTHS COVERED BY DEADLINE
October 1	December 1 – February 28
January 1	March 1 – May 31
April 1	June 1 – August 31
July 1	September 1 – November 30
<i>Written decisions on applications will be sent within 7 days of the application deadline to the applicant. Applicants may call for verbal verification. Wood (508) 699-1312, Jackson (508) 699-1304.</i>	

Written decisions on applications will be sent within 7 days of the application deadline to the applicant, except for new groups which will be acted upon as soon as possible. Applicants may call for verbal verification.

Business Office: 508.699.1323.

Priority in the use of school facilities will be as follows:

1. Plainville School and Plainville School Affiliated Organizations
2. ~~Town of Plainville and its boards, committees and commissions~~
3. Private, Not for Profit Plainville, Norfolk or Wrentham Organizations whose primary purpose is to serve, in whole or in part, Plainville youth
4. Plainville citizens
5. Private groups or organizations, including businesses, religious and political groups based in Plainville
6. Outside groups and individuals, including Non-Plainville residents, commercial entities and other groups not based in Plainville

In order to achieve balanced use and fiscal responsibility, the Superintendent may use his discretion on availability of time to any group or individual.

No fees will be levied for Town or agencies of the Town for school-age children Monday through Friday until 5:00 P.M.; all others will pay fees from 3:00 P.M. Saturdays, Sundays, and holidays will be charged the established rates. During school and summer vacations the facilities are available on a limited basis. Organizations who rent during school and summer vacation periods are eligible to receive a reduced rate (15% discount) if they rent for a minimum period of three (3) hours for at least three (3) days within the same week. All other organizations or individuals will be required to pay the prevailing rates.

No fees will be levied for school or town use of building facilities and/or grounds. All other organizations or individuals including town groups that charge fees for participation will be required to pay the established rates. The School Business Office will maintain records of town use of facilities and the cost to the school department. A summary of Town use of facilities will be made available to the School Committee at the end of each fiscal year.

Fees will be levied for all groups including Town or agencies of the Town for school age children for facility usage between the hours of 5:00 P.M. to 10:00 P.M. Monday-Friday. Fees for weekend use will be levied and is dependent on availability of custodial staff. If custodial staff is available, a three (3) hour minimum payment is required and the custodial rate will be \$35.00 per hour. \$40.00 per hour

The attached fee schedule differentiates between local affiliates (Plainville residents, Plainville Recreation, King Philip youth groups and King Philip adult groups) and non-local groups (i.e., outside King Philip district).

School or School affiliated organizations shall not be billed for the use of the Plainville Public Schools facilities including the following groups or organizations:

-
- After-School Enrichment Program
 - Nature's Classroom
 - PTO

Bills for rental, custodial fees and cafeteria fees will be processed by the Use of Facilities staff, checks will be made payable to the Town of Plainville School Department. All bills are due and payable 30 days from billing date. One invoice and one follow-up phone call will be made on delinquent invoices before being referred to the Superintendent for disposition.

Where police are required, it will be the responsibility of the organization renting the school facility to procure the necessary protection through the office of the Chief of Police. The Plainville Police Department will do billing for this service. The Superintendent will make the determination as to the need for police. He will use the following guidelines to determine whether the presence of police is required. Organizations having memberships and not inviting the general public are responsible for their own internal policing and do not require a police officer. Organizations holding events to which the general public is invited or not barred would usually be required to have a police officer.

The use of the kitchen facilities will require the presence of a School Department cafeteria employee. Arrangements for such personnel shall be made with the Use of Facilities staff at the time the rental agreement is completed. If cafeteria staff is needed and is available, a four (4) hour minimum payment is required and the cafeteria rate will be \$25. 00 per hour. The expenses incurred for this service will be added to the rental invoice.

Decorations may be used only as approved by the Superintendent and where a possible fire hazard exists approval must be secured from the Chief of the Fire Department.

No preparation shall be put on the gymnasium floor without the approval of the Superintendent.

In accordance with State law, no smoking shall be permitted in any part of the school building or grounds.

Renting organizations are advised that during the winter, building temperatures will not exceed 65 degrees F.

The School Committee may require a deposit for the regular use of school facilities. Continued use of school facilities, by an organization will be contingent upon adherence to all regulations pertaining to building use.

The renting organization agrees to indemnify and hold harmless the School Committee and/or any of its employees, agents or assigns for any and all personal injuries or damages or property damage arising out of its use of the school facility whether said injuries or damages are a direct or consequential result of said use.

Certificate of Insurance is required by all renting parties.

Cancellation notification of forty-eight (48) hours is required by all renting organizations or individuals. If cancellation procedure is not followed, a fee equal to twenty (20%) percent of the expected fee will be charged.

Custodian personnel have full authority over the safety and security of the building.

The Superintendent will act as the agent for the School Committee in approving applications for building use. However, all new applications from outside groups and individuals may be brought before the School committee for action. The superintendent will be directly responsible to the School Committee for the successful administration and implementation of the facility use policy.

The School Committee reserves the right to review and amend the foregoing policy at such times as it may deem necessary. The Committee further reserves the right to disapprove an application for building use if it is believed such use is not in the public interest.

The effective date for the implementation of the Facility Use Policy is (upon adoption of the full School Committee). The personnel and rental fees shall be reviewed annually.

Amendment "A"

Schedule of Fees

<u>Classroom Use</u>	<u>Fee</u>
LOCAL Youth Groups	\$8.00 \$10.00
LOCAL All Others	\$14.00 \$15.00
OUTSIDE Non-Profit Groups	\$18.00 \$20.00
OUTSIDE Profit Groups	\$34.00 \$35.00

Schedule of Fees:

<u>Cafeteria Use</u>	<u>Fee</u>
LOCAL Youth Groups	\$12.00 \$20.00
LOCAL All Others	\$22.00 \$25.00
OUTSIDE Non-Profit Groups	\$42.00 \$45.00
OUTSIDE Profit Groups	\$84.00 \$85.00

<u>Gymnasium Use</u>	<u>Fee</u>
LOCAL Youth Groups	\$12.00 \$20.00
LOCAL All Others	\$22.00 \$25.00
OUTSIDE Non-Profit Groups	\$50.00
OUTSIDE Profit Groups	\$100.00

Please note that outside Groups designation n has been changed to account for both non-profit and profit groups. In addition a fee for classroom use by other than youth had been added.



PLAINVILLE PUBLIC SCHOOLS

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David P. Raiche
Superintendent of Schools

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

To: School Committee

From: David P. Raiche, Superintendent of Schools

Re: FY2018 Line Item Adjustments (Vote Required)

Date: September 29, 2017

The Budget Subcommittee met on September 28, 2017 and recommends approval of the following line item transfers for the FY2018 school budget.

Amount	From	To	Reason
\$5,000.00	9300-9-0510 Tuition Non-Public	1100-6-0200 School Committee- Other Expenses	Purchase hardware and software licenses and cover other related costs in order to implement BoardDocs program
\$2,000.00	9300-9-0510 Tuition Non-Public	2420-4-2200 Contracted Services- Jackson School	To enter into a lease purchase agreement for additional black and white copier
\$2,500.00	9300-9-0510 Tuition Non-Public	2305-1-2200 Salaries-Jackson School	Data Team Member Stipends
\$3,100.00	9300-9-0510 Tuition Non-Public	2305-1-3200 Salaries-Wood School	Data Team Member Stipends

FY2018 Line Item Transfers

Amount	From	To	Reason
\$2,900.00	9300-9-0510 Tuition Non-Public	4230-4-0200 Contracted Services	Addition of Energy Management Module to SchoolDude account
\$12,000.00	9300-9-0510 Tuition Non-Public	2357-6-0340 Professional Development	Additional funds needed for Illuminate training, professional development trainers and science consultants

The total amount to be reallocated from the non-public school tuitions is \$27,500.00.

PLAINVILLE PUBLIC SCHOOLS			ENROLLMENT 2017 2018				
	Boys	Girls	Total	Class Average			
Kavanah (AM)	6	7	13				
Barboza (AM/PM)	11	11	22				
Skazinski (AM/PM)	11	11	22				
TOTAL INT PRE -K	28	29	57		2		
J. Kubinski	9	9	18				
L. Leger	10	9	19				
A. Naggar	10	8	18				
L. Siddall	9	9	18				
C. Teague	9	10	19				
TOTAL-K	47	45	92	18.4	1		
1 Foley	11	8	19				
1 Miller	11	7	18				
1 Moore	11	7	18				
1 Ryan	8	9	17				
1 Travers	11	7	18				
TOTAL-1	52	38	90	18.0	0		
2 Baker	7	9	16				
2 Dunn	11	6	17				
2 Eighmy	9	7	16				
2 Mazzeo	9	8	17				
2 Vine	9	8	17				
TOTAL-2	45	38	83	16.6	1		
3 Campbell	10	11	21				
3 Fregeau	9	12	21				
3 McMorow	14	5	19				
3 Surgenor	12	8	20				
TOTAL-3	45	36	81	20.3	0		
4 Almeida	10	11	21				
4 Maher	10	10	20				
4 Peter	10	10	20				
4 Schoonmaker	9	12	21				
4 Sweeney	10	9	19				
TOTAL-4	49	52	101	20.2	0		
5 Dempsey	11	7	18				
5 Flynn	10	8	18				
5 Hoyle	11	11	22				
5 Jagannath	7	10	17				
5 Stoffel	10	9	19				
TOTAL-5	49	45	94	18.8	0		
6 Driscoll	9	12	21				
6 Espenhain	11	10	21				
6 Molloy	10	13	23				
6 Nunez	12	10	22				
6 Robinson	9	12	21				
TOTAL-6	51	57	108	21.6	1		
AWJ INT PRE-K	28	29	57				
TOTAL JACKSON (K-3)	189	157	346				
TOTAL WOOD (4-6)	149	154	303				
TOTAL K-GRADE 6	338	311	649	19.1			
TOTAL SYSTEM	366	340	706		5		

PLAINVILLE SCHOOL COMMITTEE MEETING
Minutes of September 12, 2017

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 Maggie Clarke, Javed Ikbal, Charlene McEntee, and Superintendent Raiche. Absent: Linn Caprarella

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

EXECUTIVE SESSION

a. Negotiations – Plainville Education Association-Education Support Professionals (ESPs)

MOTION by Charlene McEntee seconded by Javed Ikbal, to go into Executive session at 6:03 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
Maggie Clarke	Yes
Charlene McEntee	Yes
Javed Ikbal	Yes

The Committee moved to the Principal's conference room to meet so that the audience for the regular meeting would not have to leave the Library Commons.

Returned from Executive session at 6:10 p.m.

APPROVAL OF MINUTES

MOTION by Javed Ikbal seconded by Maggie Clarke to approve the June 27, 2017 regular session minutes as presented. So voted.

MOTION by Javed Ikbal, seconded by Maggie Clarke to approve and hold the June 27, 2017 executive session minutes. So voted.

MOTION by Maggie Clarke seconded by Javed Ikbal to approve the July 12, 2017 regular session minutes as presented. 3 in favor, 1 abstain (McEntee)

SHOWCASE

None.

COMMENTS BY CITIZENS AND FACULTY

Ellen LeBlanc, parent of a Wood School student, spoke. She was concerned that her son, attended a Spanish class during the first week of school. She had spoken on the phone with Mrs. Roberts-Pratt, Principal of the Wood School, and Mrs. Roberts-Pratt. Mrs. LeBlanc expressed concern that this occurred because the hiring and/or scheduling processes currently in place were not sufficient to address this type of problem. Mr. Raiche responded to her concerns.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

None.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

a. King Philip School Committee-Mrs. McEntee

Mrs. McEntee said the King Philip School Committee met last Tuesday. Items on the agenda included:

- Opening day updates (went very well at both the middle and high school)
- Community advisory work group meetings are beginning
- A superintendent search (interviewing MASC and NESDEC) will begin soon as the current superintendent's contract was not renewed
- A delegate for the MASC annual meeting was appointed and
- Review of the goals for the 2017/18 school year

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

The negotiations subcommittee met on September 6, 2017 with the Education Support Professionals to finalize negotiations and the Memorandum of Agreement for a successor contract was approved earlier in Executive Session.

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

A budget subcommittee meeting is scheduled for September 28, 2017 at 7:30 PM.

d. Communications Subcommittee-Mrs. Abrams, Mr. Ikbai

Mrs. Whitaker informed the Committee that a new template for the district website has been budgeted and that the Subcommittee will be meeting to discuss the website. Mrs. Abrams said they will determine when the next meeting is and discuss a plan of action to implement and revamp the district website.

Mrs. McEntee asked about the signage that was to be put in place in the foyers of each school. Mrs. Whitaker said she did not receive a directive to go forward with this initial plan after a walkthrough of the buildings with Mrs. Abrams and Mr. Ikbai. Mrs. McEntee was surprised as she thought the budget subcommittee had given their approval to move forward with placing the signage in the schools. Mr. Raiche suggested that this topic be placed on the agenda for the next communication subcommittee meeting.

e. Town Building Committee-Mrs. Clarke

Mrs. Clarke reported that the Committee held a groundbreaking on August 7, 2017 at 6:30 p.m. and despite the rain, she was pleasantly surprised at how many people showed up. A gas pipe was replaced

last week and the foundation for the town hall will begin soon. They are still scheduled for a 16-month completion. In addition, the start time for Building Committee meetings is now 6:00 p.m. and meetings are the 1st and 3rd Wednesday of each month.

f. Sick Leave Bank Committee-Mr. Ikbal

Mr. Ikbal reported that a conference call was held on June 27, 2017 for a request for sick leave from a member of the custodian union. The custodian received fourteen (14) days and the union membership agreed to give additional sick days to the bank so the bank does not fall below the threshold of 31 days.

g. Wellness Committee-Mr. Ikbal

Nothing.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

Retirement/Resignations:

- Karen Nelson Instructional Paraprofessional at Wood School, effective on September 1, 2017
- Janice DeBlasio, Wood School Receptionist/Security Assistant
- Lauren Moses, Grade Three Teacher

Transfers:

- Selena Graham Instructional Paraprofessional in kindergarten **TO** Instructional Paraprofessional in grade two
- Linda Kavanah .9 Instructional Paraprofessional in Preschool **TO** .5 Preschool Teacher
- Elizabeth McMorro, Resource/Inclusion Teacher at Jackson School **TO** Grade 3 Teacher
- Mary (Pasquantonio) Kiley, Resource/Inclusion Teacher at Wood School **TO** Resource/Inclusion Teacher at Jackson School

Appointments:

- Angela Green Information Technology Technician (effective August 7, 2017)
- Frances Bonarrigo, Business Services Assistant (effective September 5, 2017)
- Denise Guzzetti, Receptionist/Security Assistant @ Wood School (effective August 31, 2017)
- Sarah Gould, School Adjustment Counselor at Wood School
- Ian Hall, Digital Learning Specialist-Districtwide
- Kristen Geuss, .9 Instructional Paraprofessional-Preschool
- Christine Yanni, .5 Instructional Paraprofessional-Preschool
- Samantha Rodas, Instructional Paraprofessional-Kindergarten
- Karen Wing, Instructional Paraprofessional-Grade 4
- Neelima Marthineni, Instructional Paraprofessional-Grade 4/ILC

We currently have two student teachers—Amanda Furtado from Bridgewater State University, placed at Wood School and Elizabeth Krumsiek from Providence College, placed at Jackson School.

There are six open positions; however, Stacey Haven was recently appointed to the position of enrichment coordinator and focus is on filling the special education position at Wood, the .2 nurse, and the network administrator.

SUPERINTENDENT'S REPORT

a. Coordinated Program Review Schedule

DESE will conduct its 5-year Coordinated Program Review over the next 4-6 weeks and will be onsite the week of October 16th. Mr. Raiche, Mr. Clarke and Mrs. Campbell met last week with the chair of the review committee.

b. Accountability Reporting

Mr. Raiche provided documents from a recent DESE webinar on the amended accountability system that will be used this year; he anticipates receiving a NO LEVEL rating due to high participation rates in testing last spring. He expects to have the results of the MCAS 2.0 taken last spring in mid-October.

c. Student Learning Goals

Mr. Raiche provided documents on the student learning goals for 2017-18 in Reading, Writing and Math. He informed the Committee that grade level teams set their goals with his approval in both performance and growth and that math goals continue to be the district goals. In addition, he will continue to set his goals for 2017-18 once he analyzes the MCAS 2.0 results.

d. Student Enrollment

Mr. Raiche provided documents on enrollment (646 students K-6 as of September 1, 2017). Enrollment rates are about 20 less than anticipated. He anticipates some additional enrollments with the completion of The Woods and Oasis developments. He also provided data on the enrollment/exit of students over a three-year period.

In addition, he shared documents on student attendance for the 2016-17 year (steady at 96%) and tardiness rates; reiterating the importance of students coming to school each and every day and arriving on time.

e. Opening Day & Inservice Activities

Mr. Raiche provided copies of the agendas for the August 28th Opening Day and August 29th Inservice Day as well as his PowerPoint presentation. The national speaker, Michael Lamb, who we secured from the TURN organization, was well-received by staff for his presentation on Social Emotional Learning, which was presented at the Inservice Day. Mr. Raiche informed the Committee that approximately 45 people from other districts (3-4 from King Philip, Boston, New Hampshire, and Maine) attended the presentation and that Mr. Lamb complimented the district on providing this topic for the staff on opening day.

f. Federal Grant Update

The amount of monies received for grants in the 2017/18 year are down and it appears there is a revenue deficit of \$12,000. Steps to address will be discussed at the next budget subcommittee meeting on September 28, 2017.

g. Staff Evaluation Report

The Committee reviewed the staff evaluation report from 2016-17.

OLD BUSINESS

a. Implementing BoardDocs Update

The Committee was informed that on September 28, 2017 a trainer for BoardDocs will be working with Susan Rieger to begin the process of implementing the BoardDocs program.

NEW BUSINESS

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

MOTION by Charlene McEntee, seconded by Maggie Clarke, to approve \$99.75 from BayState Textiles, Inc. for the Plainville district to be used to reimburse expenses for district technology purchases. So voted.

b. Approval: Fundraiser for Special Olympics (Vote Required)

Laurel Peter, grade 4 teacher, approached Mr. Raiche about coordinating fundraisers for the Special Olympics program. The Committee reviewed a memo on the selling of mums at the Wood School Open House as well as continuing the sale of pencils around Valentine's Day in February and culminating with the Polar Plunge at Lake Massapoag in Sharon, MA.

MOTION by Maggie Clarke, seconded by Javed Ikbal, to approve the fundraising activity of selling Mum plants at the Wood School Open House for Special Olympics. So voted.

c. End-of-Year (2016-17) Food Services Report-Mrs. White

Mrs. White, Food Service Director, Mrs. Crowley, Administrative Assistant, and Mrs. Zuzick, Food Service Manager at Jackson School spoke and presented a PowerPoint on the 2016-17 food service department. They did this presentation prior to the Superintendent's Report. In their presentation they reviewed the goals from last year, highlights from the year—student council students at Jackson School serving lunch on Fridays, Farm fresh food delivered weekly, experienced great breakfast and lunch participation, the friendly service provided by food service staff, the new kitchen layout and equipment in Jackson School, including new paint, and the Wood School Student Lunch Committee's positive impact on the food service department. In addition, they presented their goals for 2017-18, which include increasing the breakfast participation rate by 2%, increasing the lunch participation rate by 1% and stabilizing the workforce. The Committee thanked them for attending the meeting and for providing everyone with fresh peaches and apples from *The Big Apple*.

d. End-of-Year (2016-17) Technology Report-Mrs. Whitaker

Mrs. Whitaker spoke about the highlights of the 2016-17 year including the purchase of 200 devices in order to fulfill the goal for one-to-one computing in grades 1-6. Eighteen additional Surface tablets, and fifteen ClearTouch interactive panels were also purchased. Aerohive wireless access points were installed in every classroom and six outdoor Aerohive access points were also installed. During enrichment, Mrs. Whitaker, Mrs. Lareau, and Mrs. Casselman held classes in Green Screen (to the SWAT students) and 3D Modeling and Printing. She also expressed excitement about the Makerspaces at both schools.

e. Approval: Job Descriptions: Curriculum Team Member and Grade/Teacher Liaison (Vote Required)

Superintendent Raiche requested that the two aforementioned job descriptions be revised. He solicited input from the administrative team and PEA leadership prior to making any changes. Mrs. Clarke asked if there was any concern about these changes from the PEA and Mr. Raiche said there was not.

MOTION by Javed Ikbal, seconded by Maggie Clarke, to approve the job descriptions of Curriculum Team Member and Grade/Teacher Liaison as presented. So voted.

f. Approval: Education Support Professional Contract for the Duration of September 1, 2017 – August 31, 2020 (Vote Required)

The Committee approved the Memorandum of Agreement for the new contract for the Education Support Professionals in Executive session earlier this evening; said contract is for the duration of September 1, 2017 – August 31, 2020. The successor contract will be created, signatures will be obtained and the contract books will be given to each ESP member.

MOTION by Charlene McEntee, seconded by Maggie Clarke, to approve the Contract for the Education Support Professionals for the duration of September 1, 2017 – August 31, 2020. So voted.

g. Discussion: Student Teacher Assignments-Mrs. Abrams

Mrs. Abrams was concerned about the assignment of student teachers for current staff members, who are employed in a position and allowed to complete student teaching. Mr. Raiche said that universities follow guidelines from DESE and that from what he has read, someone who is working in the capacity of an instructional paraprofessional and wants to obtain a graduate degree in education is allowed to complete student teaching while employed in such capacity. He did agree that in the past student teaching was an eight or sixteen week assignment, but this process has changed over the past few years. He said there is no adversity to the district and actually it facilitates growth among our staff who are in graduate degree programs, thus increasing skill levels in the classroom. Mrs. McEntee felt it was a win/win situation for our district. Mrs. Abrams asked if a policy should be implemented but the consensus was that we did not need a policy. Mr. Raiche said he reviews every situation prior to allowing the student teaching assignment.

h. School Committee Goals for 2017/2018-Mrs. Abrams

Mrs. Abrams shared a document she created listing two goals for the 2017-18 year. Goal 1 is related to community relations and goal #2 is related to legislative knowledge. This item will be put on the agenda for September 28th so that assignments can be made to complete the actions/benchmarks for each goal.

i. Legislative update

Mr. Ikbal said the PAC raising money for the Families to Education organization was fined ½ million dollars.

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

None.

INFORMATION

There was no discussion on items in information.

EXECUTIVE SESSION

b. Negotiations – Superintendent's Contract

MOTION by Javed Ikbal seconded by Maggie Clarke, to go into Executive session at 7:35 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
Maggie Clarke	Yes
Charlene McEntee	Yes
Javed Ikbal	Yes

ADJOURNMENT

MOTION by Charlene McEntee seconded by Javed Ikbal, to adjourn at 8:16 p.m. So voted.

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Minutes from June 27, 2017 and July 12, 2017
- Memo on Resignations, Transfers, and Appointments
- Old Business: Memo on update of utilization of BoardDocs
- Superintendent's Report: Documents
- New Business:
 - Memo on BayState Textiles Gift (\$99.75)
 - Memo on request for fundraiser for Special Olympics
 - End-of-Year Technology Report for 2016/17
 - Proposed Job Descriptions for Curriculum Team Member and Grade/Teacher Liaison
 - Document containing School Committee Goals for 2017/18
- Information:
 - Enrollment: September 1, 2017
 - Bi-County Quarterly Report as of June 2017
 - Revised Job Description for Information Technology Technician and Business/Services Clerk
 - Revised Minutes of the Regular June 13, 2017 school committee meeting
 - Listing of School Committee Attendance and Minutes approved in 2016/17
- Executive Session:
 - Memorandum of Agreement for ESP contract and contract documents for Supt. Raiche