

PLAINVILLE SCHOOL COMMITTEE MEETING
Minutes of January 24, 2017
Regular Session

CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 4:36 p.m. in the Wood School Learning Commons. Also present were Maggie Clarke, Javed Iqbal, Charlene McEntee and Superintendent Raiche. The meeting was audio and video recorded. Linn Caprarella arrived at 4:41 pm.

Administrators Present:

Kate Campbell, Principal, Anna Ware Jackson School (arrived at 5:30 pm)
Edward Clarke, Administrator of Special Education and Support Services (arrived at 5:30 pm)
Caron Ketchum, School Business Administrator (arrived at 5:53 pm)
Robin Roberts-Pratt, Principal, Beatrice H. Wood School (arrived at 5:30 pm)
Stephanie Whitaker, Technology Systems Administrator (in attendance at 4:30 pm)

OLD BUSINESS

- a. Policy File IJNDB: Internet, Network and Email Responsible Use Policy for Staff-Mrs. Whitaker (Vote Required)
No action was taken.

NEW BUSINESS

- a. Policy File DK, Payment Procedures (Vote Required)

MOTION by Maggie Clarke, seconded by Javed Iqbal to approve the proposed policy as presented.

Superintendent Raiche proposed revising Policy File DK, Payment Procedures. Instead of three (3) school committee member signatures needed for the weekly warrants, the policy proposed designating one (1) school committee member to sign. This came about as a result of the Massachusetts Municipal Modernization Act. Discussion ensued on pros and cons and on the current warrant procedure Plainville follows. Some of the discussion points:

- Fiduciary responsibility
- Does the warrant have to be produced weekly? Can a warrant be done bi-monthly?
- Clarify language in the policy
- Less comfortable about having one member sign the warrant
- Need a longer window to sign, i.e. all day Tuesday, Tuesday night, Wednesday morning

Superintendent Raiche will bring this policy to the budget subcommittee for further review.

Vote on the Motion above, after lengthy discussion. 0 in favor, 5 opposed. Motion fails.

b. Book Study – The Art of School Boarding

Mrs. Abrams previously requested that members of the Committee read the first three (3) chapters of the book, *The Art of School Boarding*. The Committee commented and discussed their views on these chapters. Some of the discussion points:

- Each member stated the reason they decided to pursue becoming a member of the school committee
- Each member discussed the impact they have made since becoming a member of the Committee
- Each member stated their perception of the position/role/responsibility of a school committee member prior to becoming a member of the Board and how their perceptions have changed over the years that they have been members.
- Each member stated the importance of collegiality, gaining knowledge, keeping abreast of legislative positions regarding the regulations of public schools, trust and respect of each other and the roles of administrators in the district, transparency to the public in all areas, but particularly with the budget process, and having a welcoming, open door policy.
- Superintendent Raiche stated the role of the chair is a facilitator and that Plainville’s school committee members are knowledgeable about their role and participate in conferences to gain their knowledge, i.e. MASC/MASS annual conference, and Day on the Hill. He said the “book sets the fundamentals of the position.”
- In closing, “the book was reassuring, we’re on the right track.”

The Committee determined that they will continue their book study at the February 28, 2017 school committee meeting and will read chapters, 4, 5, 6, and 7 to prepare.

MOTION by Charlene McEntee, seconded by Javed Ikbal to adjourn at 5:20 pm. and take a brief recess. The Committee will reconvene at 5:30 pm to continue the regular meeting. So voted.

Mrs. Abrams reconvened the meeting to order at 5:33 pm.

APPROVAL OF MINUTES

MOTION by Linn Caprarella, seconded by Charlene McEntee to approve the January 10, 2017 regular session minutes. So voted 4 in favor, 1 abstain (Ikbal) Mrs. McEntee noted that she liked the new format of the minutes, as well as content, and other Committee members agreed.

MOTION by Charlene McEntee, seconded by Linn Caprarella to approve and hold the January 10, 2017 executive session minutes. So voted 4 in favor, 1 abstain (Ikbal)

COMMENTS BY CITIZENS AND FACULTY

None.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

None.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

a. King Philip School Committee-Mrs. McEntee

Mrs. McEntee reported that the King Philip School Committee met last night. Topics discussed at their meeting were:

- Program of Studies at the middle and high school
- Some budget items reviewed
- School Calendar for 2017/2018 was approved

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

Mrs. Caprarella said the first meeting with the PEA and ESP unions was held yesterday; this will be discussed in executive session.

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

Nothing to report.

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

The Communications Subcommittee met at 4:00 pm today and discussed:

- Having a backup person (Mr. Raiche and Mrs. Abrams) for the preparation of the cameras for school committee meetings
- Changing the setup of the tables for school committee meetings
- BoardDoc (cost is \$2,000) and BoardPac (cost is \$99/month) to use for school committee meetings. BoardPac allows for more users and each school committee member will need a surface tablet. The Committee plans to review BoardPac's online video.

The next Communications Subcommittee meeting will be on February 28, 2017 at 4:00 pm.

e. Town Building Committee-Mrs. Clarke

Mrs. Clarke said the Committee has not met the last two weeks; however, the architect is developing a website that the community can view on the progress of the buildings. The next meeting is tomorrow at 7:00 pm in the senior center.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

Resignation:

Elizabeth White, 5.5 hours/day Food Service Worker at Jackson School (effective January 13, 2017)

Transfer:

Elizabeth Costanzo, 4 hours/day Food Service Worker to 5.5 hours/day Food Service Worker (effective January 17, 2017)

Appointments:

Jeffrey Jones, Custodian, night shift, (effective January 17, 2017)

Tina Oliver, substitute custodian, night shift (effective January 23, 2017)

Leaves of Absence:

Tina Oliver, 2.5 hours/day Food Service Worker at Wood School (effective January 20, 2017)

SUPERINTENDENT'S REPORT

a. Capital Plan Budget Request Update

Superintendent Raiche shared the memo which he sent to Jennifer Thompson, Town Administrator, upon her request, of the prioritized items for Plainville Public Schools Capital Budget Request for FY2018. As a result of his presentation to the Board of Selectmen, a concerned citizen, Dale Bergevine, had requested additional information. Mr. Bergevine met with Mr. Raiche and Mr. Stone, Director of Maintenance and Custodial Services, to review information he was seeking and a memo and supporting documents was sent to Mr. Bergevine today.

b. Enrichment Program Update

Superintendent Raiche shared the enrollment numbers for the enrichment program which began January 9th and ends February 13th. 178 students are participating in eleven different classes. He noted the excitement of the students he saw in the 3D Printing class, which is being taught by Mrs. Whitaker and Mrs. Casselman, Wood School Art Teacher, and hopes the students can attend a future school committee meeting to showcase their work.

c. Regional Special Education Task Force Facilitator

Superintendent Raiche interviewed, along with the King Philip District superintendents, three candidates for the position of facilitator for the regional special education task force. One was chosen, Dorsey Yearley. The composition of the Task Force (4 to 5 people from each school district), timeline (1 meeting per month over the next 4 or 5 months) and fee is being determined. The fee will be equally shared by the four districts (Plainville, Norfolk, Wrentham, and King Philip) and is anticipated to be about \$600 to \$650 per district.

OLD BUSINESS

None.

NEW BUSINESS

a. Exxon Mobil – Alliance Energy, LLC \$500 (Vote Required)

MOTION by Charlene McEntee, seconded by Javed Ikbal, to approve \$500.00 from Exxon Mobil – Alliance Energy, LLC. for the Plainville district to be used to reimburse expenses for MakerSpace at Jackson School. So voted.

b. Mid-Year Food Service Report – Mrs. Judy White, Food Service Director

Mrs. White presented a PowerPoint presentation on the status of 3 goals for the food service department.

- Goal #1, Maintain Lunch Participation: For 2016/2017 the lunch participation at Jackson School is 62.63% and Wood School is 61.52%. Both are above state averages and have been maintained despite an increase of the cost of a school lunch going from \$2.25 in 2015/2016 to \$2.50 in 2016/2017.
- Goals #2, Increase Breakfast Participation: For 2016/2017 participation is 13.85% at Jackson School and 13.6% at Wood School. In 2016/2016 participation was at 10%.
- Goal #3, Reduce the negative balances for student lunch accounts: Letters are mailed out to parents of students who have a negative balance of more than \$20. The Food Service Department tries to keep negative balances low and reviews monthly the accounts.

Mrs. White also mentioned the very popular activity when parents attend breakfast with their students.

Students from the 6th grade lunch committee each spoke about what they liked best about being a member of the lunch committee. Some of the reasons listed were:

- Mrs. White listens to our ideas about the lunch menu (mentioned several times)
- Enjoy helping and participating in the Gingerbread House activity held each December (mentioned several times)
- Mrs. White lets us design new items for lunch such as white pizza, a scrambled egg bread bowl and a “power punch lunch” which is being introduced this Thursday to students.
- Enjoy helping out at end-of-year events

Students served the Committee members and members of the audience their new “power punch lunch” and it was well received! It included yogurt, strawberries, cucumbers and cheez-its. The students who participated were Bobby Caprarella, Brandon Berdos, Jameson Arsenault, Emma Feeley, Callie Cummings, Dena Ihjul, Dilara Onur, Shantal Onur, Jaclyn Bonner, Carlie Burns, Luciana Galvez and Julia Zimmerman.

c. Mid-Year Technology Report – Mrs. Stephanie Whitaker

Mrs. Whitaker presented some of the highlights contained in her mid-year technology report.

- Clear Touch Display Interactive Panels: Five panels were installed in selected classrooms as part of the pilot program to replace aging LCD projectors and then an additional eight were installed in December due to their popularity
- MakerBot Replicator Mini: With the support of the Plainville PTO, we acquired two MakerBot replicator minis to print 3D models.
- Coding: Coding was offered for the 1st time to students in grades K-6; this language is something all students should learn
- Tri-County Intern: As part of a relationship with Tri-County Regional Vocational High School, we continue to hire an intern from Tri-County who is part of the Technology Department Staff. The intern works every other week and Mrs. Whitaker considers this a win/win situation for both the student intern and the technology department.

d. Mid-Year Professional Development Report – Mr. Edward Clarke

Mr. Clarke presented some of the highlights contained in his mid-year professional development report.

- The partnership with Bridgewater State University focusing on the Next Generation Science Standards. A professor from BSU has led our science teachers in discussion on the changes and shifts in the new standards and will continue to hold trainings at future in-service days. In addition, due to this partnership, students in grades 5 and 6 will be going to BSU to their observatory and students from grade 6 will be attending a science lab at Bridgewater.
- Noting the agenda for the January 13th early release day: Mr. Clarke was pleased that several staff members, who participated in MASSCUE, presented to their peers information that they learned at MASSCUE. Eight different sessions were held on a variety of professional development, such as NearPod, Sails Lists and Website, SeeSaw, Discover EBooks, and Excel Applications.
- On the regional Inservice Day our specialists, such as music, art, Spanish, ELL and Physical Education, were able to take advantage of regional offerings in professional development, such as the Spanish teacher went to Norton, and the Music teachers went to Foxborough. Plainville continues to collaborate with the King Philip district. For example, two grade 6 teachers and one grade 5 teacher recently attended a science standards discussion at the King Philip Middle School.
- With the addition of a professional development coordinator at Bi-County Collaborative, professional development opportunities are also more readily available. And, in addition being part of the Local Staff Development Opportunities (LSDO) several teachers and tutors recently attended courses/workshops in Norfolk. For example, our school psychologists and special education inclusion staff have joined colleagues from Wrentham, Norfolk and King Philip in workshops and trainings. These trainings increase consistency in providing special education services in the area.

e. Walker Report, Action Steps in Plainville – Mr. Edward Clarke

The four regional districts met last Friday (1/20/17), (3 special education administrators from the elementary districts and a group of special education teachers from each district) to look at procedures and templates to be utilized to determine eligibility in different disability categories. This was the second regional meeting to discuss this topic. In the fall, the psychologists and administrators met to begin the discussion around this topic. The hope is that taking action steps as a result of the Walker Report, that all three elementary districts will follow the same protocol and utilize the same forms in identifying special education students.

In addition, co-teaching teams attended a workshop in December focusing on improving their collaborative efforts for students in the inclusion classroom. Mrs. Campbell, Mrs. Roberts-Pratt and Mrs. Clarke are also enrolled in DESE's Inclusive Practices course. This course is helping them become more consistent in the growth-producing feedback that we're providing to teachers.

f. 2017-2018 School Year Calendar (Vote Required)

Mrs. Clarke was concerned about the start date prior to Labor Day as King Philip has approved a 2017/2018 calendar with the start date after Labor Day and Plainville's proposed calendar has a start date prior to Labor Day. Mrs. Clarke also mentioned that the last week of August is a week that parents may want to take vacation with their family. Mrs. Campbell, principal of the Jackson School, said that the quality of learning is better in late August than late June. Superintendent Raiche explained his reasons for starting prior to Labor Day and also said he conferred with the principal of King Philip Middle School to coordinate early release days.

Mrs. Abrams said the idea should be planted to remove the February and April vacations from the calendar and have one vacation week in March. Also mentioned was the Good Friday date, as Plainville's calendar has it as a no school day.

The calendar the Committee is voting on does not include the parent/teacher conference nights (two of them) and Superintendent Raiche is planning to speak to the Plainville Education Association about these dates. He is requesting the Committee vote the calendar as presented (Start date of August 28, 2017 for all staff, Inservice Date for Teachers and Tutors on August 29, 2017 and Students 1st day of School on August 30, 2017) and will come back to the Committee when he has the proposed parent/teacher dates.

MOTION by Linn Caprarella, seconded by Javed Iqbal, to approve the 2017-2018 school calendar as presented. So voted. 4 in favor, 1 opposed (Clarke)

g. Establishment of a Special Education Reserve Fund (Vote Required)

Superintendent Raiche asked that this item be tabled to a future meeting.

h. Municipal Modernization Act (Vote Required)

No action taken.

i. Legislative Update

Mrs. McEntee mentioned a recent message from DESE regarding the upcoming state assessments. “DESE is proposing to the Board that all schools and districts would get a "reset" on accountability levels based on spring test results. So long as they meet participation, there would be no level issued; all results would then go on from that base year. Schools that did not hit participation requirements would be Level 3.”

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

Mr. Ikbal mentioned a court case involving IDEA (Individuals with Disabilities Education Act) and the potential implications.

Mrs. Clarke would like to begin “School Committee Office Hours” as was discussed previously for school committee goals for 2016/2017. After some discussion, it was determined that Mrs. Clarke and Mrs. Abrams will attend the office hours on the evening of February 16, 2017, to be held at 7:00 pm anticipated location of the Plainville Senior Center. Mrs. Clarke and Mrs. Caprarella will attend the office hours on the morning of April 7, 2017 at 10:00 am at a location in one of the schools.

Mrs. Abrams mentioned “Student of the Month”. She was hoping that students of the month would attend a school committee meeting in order to be recognized by the Committee and to perhaps start the meeting with a Pledge of Allegiance. Superintendent Raiche will look into this.

INFORMATION

There was no discussion on items in information: Wood School Council Minutes from December 7, 2016, Food Service Information through December 2016, and School Budget and Revolving Accounts, October – December 2016.

EXECUTIVE SESSION

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

MOTION by Javed Ikbal, seconded by Maggie Clarke, to go into Executive session at 6:45 pm for the purpose of discussing collection bargaining strategies which, if held in open session, might hurt the Committee’s bargaining position and to adjourn the regular meeting.

Roll Call Vote:

Amy Abrams	Yes
Linn Caprarella	Yes
Maggie Clarke	Yes
Javed Ikbal	Yes
Charlene McEntee	Yes

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- Minutes from January 10, 2017
- Resignations, Transfers, Appointments and Leaves:
 - Memo on a resignation, transfers, appointment and leave of absence
- Superintendent's Report:
 - Three (3) documents regarding the items listed in the superintendent's report
- New Business:
 - Memo regarding the receipt of a check for \$500.00 from Exxon Mobil
 - Memo and 2017-2018 Proposed School Calendar
 - Memo on Establishment of a Special Education Reserve Fund
 - Memo and current policy File DK and proposed policy File DK, Payment Procedures
 - Memo on Massachusetts Municipal Modernization Act
 - Copy of PowerPoint on the Mid-Year Food Service Report
 - Mid-Year Technology Report
 - Mid-Year Professional Development Report
 - Memo and Proposed School Calendar for 2017/2018
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- Information::
 - Wood School Council Minutes from December 7, 2016
 - Food Services documents through December 2016
 - Documents on the status of the school budget and revolving accounts for the period October – December 2016