

PLAINVILLE SCHOOL COMMITTEE MEETING  
Minutes of April 10, 2018

Regular Session

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**CALL TO ORDER**

The meeting was called to order by Chairperson Amy Abrams at 6:03 p.m. in the Wood School Learning Commons. Also present were Linn Caprarella, Javed Iqbal, Kristen Conrad-Garrity, Michele Sharpe and Superintendent Raiche.

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

**REORGANIZATION OF THE SCHOOL COMMITTEE**

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

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

Mrs. Abrams asked for nominations for other positions in the re-organization.

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

The Committee discussed the various position. Mrs. Maggie Clarke was in attendance at the meeting and asked that she continue as the representative to the Town Building Committee until the current town hall and safety complex is built, which currently is scheduled to be completed by mid-December, 2018.

**MOTION by Linn Caprarella, seconded by Javed Iqbal to approve the representation listed on all positions as stated below. So voted.**

Chairman	Amy Abrams
Vice Chairman	Linn Caprarella
King Philip Representative	Amy Abrams

Finance Subcommittee Representative(s)	Amy Abrams Javed Iqbal Michele Sharpe (begins when the FY2019 budget process is completed and she will replace Amy Abrams)
Sick Leave Bank Representative	Kristen Conrad-Garrity
New Member Orientation	Linn Caprarella
MASC Delegate Representative	Javed Iqbal
MASC Alternate Representative	Michele Sharpe
Negotiations Team Representative(s)	Linn Caprarella Kristen Conrad-Garrity
Federal Relations Network Representatives	Linn Caprarella Amy Abrams
Town Building Committee Designee	Maggie Clarke
Wellness Committee Representative	Michele Sharpe
Communications Representative(s)	Javed Iqbal Kristen Conrad-Garrity
Appointment of School Attendance Officer	Edward Clarke
Appointment of Truancy Officer	Scott Gallerani
Appointment of School Physician	Dr. Christopher Giuliano

APPROVAL OF MINUTES

**MOTION by Linn Caprarella seconded by Javed Iqbal to approve the March 27, 2018 regular session minutes as presented. So voted 3 in favor, 2 abstain (Conrad-Garrity, Sharpe)**

**MOTION by Linn Caprarella seconded by Javed Iqbal to approve and hold the March 27, 2018 executive session minutes as presented. So voted 3 in favor, 2 abstain (Conrad-Garrity, Sharpe)**

SHOWCASE

None.

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 attended tonight's meeting and reported that at the last King Philip School Committee meeting, which was held last Monday, she, Patrick Francomano and Jeff Chalmers were presented with citations from Senator Richard Ross and Representative Sean Dooley thanking them for their service as school committee members. The budget was also reviewed.

b. Negotiations Subcommittee-Mrs. Caprarella  
Nothing.

c. Budget Subcommittee-Mrs. Abrams  
Mrs. Abrams said that the FY19 budget will be voted on during tonight's meeting.

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

e. Town Building Committee-Mrs. Clarke  
Mrs. Clarke reported that the Committee met last Wednesday; the anticipated completion date is still mid-December and the budget is "looking strong". They also discussed the use of the current fire/police building and are considering selling this property and utilizing the funds to renovate the current town hall for potential use by the town's recreation department.

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

g. Wellness Committee-Mr. Ikbal  
Mr. Clarke reported that the district is partnering with Safe Schools and will be holding a grade 2 pedestrian safety program (grade 6 mentors/students will be assisting), and a grade 4 bicycle safety program. In addition, approximately 19 families will receive boxes of food this Friday from our school-based food pantry. The next Walk to School Day is May 2, 2018. The next Wellness meeting is May 10, 2018.

#### RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

a. The following transfer has been made:  
Selena Graham, instructional paraprofessional in grade 2 TO Long-term substitute teacher in grade 2 to cover a maternity leave approximately April 23 – June 21, 2018

b. The following appointment has been made:  
Kristen Blake, Long-term substitute teacher in grade 5 to cover a maternity leave approximately April 23 – June 21, 2018

c. The following leave of absence has been approved:  
Nancy Surgenor, grade 3 teacher, effective for the 2018/2019 school year

## SUPERINTENDENT'S REPORT

### a. Northeast TURN-Strengthening Collaborative Partnerships

Superintendent Raiche reported that four staff members, Kristen Skeffington, Elizabeth McMorrow, Mary Kiley and Lindsay Campbell, represented the school district at this spring's Northeast Turn Conference. Topics highlighted were social/emotional learning and the pilot of Tripod's new teacher survey.

### b. Student Survey: Climate and Learning

Superintendent Raiche reported that grade 5 students will participate in DESE's school climate and learning survey, as they did last year. This takes place after the grade 5 MCAS science test. Parents will be notified and have the choice of their child opting out of taking the survey.

### c. Special Education Regional Planning Committee Update

Superintendent Raiche presented a two-page document outlining the work that this Committee has done during the past school year as it relates to regional planning for special education. Plainville is represented by Superintendent Raiche, Ed Clarke, Kate Campbell and Annemarie Adams. He informed the Committee that the collaboration among the four districts—Plainville, Norfolk, Wrentham, and King Philip—has been positive and will benefit all students of the district.

## OLD BUSINESS

None

## NEW BUSINESS

### a. BayState Textiles, Gift of \$33.50 (Vote Required)

**MOTION by Linn Caprarella seconded by Javed Iqbal, to accept the gift of \$33.50 from BayState Textiles to use in future technology purchases. So voted.**

### b. Surplus Technology Equipment (Vote Required)

**MOTION by Linn Caprarella seconded by Javed Iqbal, to approve as surplus, technology equipment as presented in a memo dated April 4, 2018 from Stephanie Whitaker, Technology Administrator. So voted.**

### c. FY2019 School Budget (Vote Required)

**MOTION by Linn Caprarella, seconded by Javed Iqbal, to approve the FY2019 School Budget for the amount of \$9,313,500.00. So voted.**

This amount, \$9,313,500.00, represents a 3.3% increase over the FY18 budget. Mr. Raiche said he and Mrs. Ketchum recently met with W. T. Holmes Transportation, and he hopes that the transportation contract originally presented by them will be revised, thus providing additional savings to the district for the FY19 funding in the transportation line of the budget. He expects to receive this information in the coming week.

### d. FY2018 Budget and Revolving Accounts Update through March 31, 2018

Caron Ketchum, School Business Administrator, gave an overview of the status of the FY18 budget and revolving accounts to date (March 31, 2018); this item is customarily placed under Information; however, since the Committee has two new members, it was decided to place it under New Business for tonight's meeting so it could be explained.

*e. Discussion: School Safety Bulletin from MASC*

Superintendent Raiche shared a position paper from MASC on School Safety, which was originally created as a result of several gun-related tragedies involving schools. The district Safety Committee recently met and both chiefs—fire and police—were in attendance. Superintendent Raiche said the Safety Committee reviewed the protocols for school safety. Mrs. McEntee said that this Bulletin was created by MASC and has been utilized nationally. All districts are trying to be in compliance with the provisions of the Safe and Drug-Free School Act, which was established to help protect students at all levels. In particular, the Bulletin’s position includes banning the sale of assault weapons.

*f. Discussion: Summit on Poverty*

Superintendent Raiche informed the Committee that he and Charlene McEntee attended the second annual Summit on Poverty on March 9, 2018. Both Mr. Raiche and Mrs. McEntee spoke on the importance of keeping in mind that poverty affects the learning of our students, and that we need to be aware of the fact that despite Massachusetts having one of the highest paid per capita in the nation, 25% of students in Massachusetts live in poverty and that poverty is in our district, as well.

*g. NESDEC: Special Education Trend Report*

Superintendent Raiche shared the report that NESDEC completed on the trend for special education in Plainville. Mr. Clarke, Special Education Administrator, said that the report showed that the collaborative we belong to (Bi-County Collaborative) is strong and is providing effective programs, locally, for our special education students.

*h. Policies with Minor Revisions-Sections A through C (Vote Required)*

Superintendent Raiche informed the Committee that MASC undertook a year-long review of policies and many of the proposed revisions are due to updating language, cleaning up grammar, adding or changing legal references and cross references.

**MOTION by Javed Iqbal, seconded by Linn Caprarella, to approve the minor revisions to the policies listed in a memo dated March 20, 2018, as presented (policies in sections A through C).  
No vote**

Mrs. Caprarella suggested the Committee waive the second reading of the policies since many of the changes are minor.

**MOTION by Javed Iqbal, seconded by Linn Caprarella, to amend the previous motion and include ‘waive the second reading’ in the aforementioned motion. So voted.**

*i. Policies to replace with MASC’s model policies-policies in Sections D, E, F, and G (Vote Required)*

**MOTION by Linn Caprarella, seconded by Javed Iqbal, to approve the recommendation from Superintendent Raiche to replace Plainville’s current policies with MASC’s model policy as listed in a memo dated March 20, 2018 (policies in sections D, E, F and G) and to waive the second reading. So voted.**

*j. Policies to remove from the Plainville Policy Manual-sections D, I, J and K (Vote Required)*  
**MOTION by Linn Caprarella, seconded by Javed Iqbal, to approve the recommendation of Superintendent Raiche to remove policies from the Plainville Policy Manual as listed in a memo dated March 20, 2018 (policies in sections D, I, J and K) and waive the second reading. So voted.**

*k. Policies recommending to keep in the Plainville Policy Manual-sections H, J and K (Vote Required)*  
**MOTION by Linn Caprarella, seconded by Javed Iqbal, to approve the recommendation by Superintendent Raiche to keep policies in the Plainville Policy Manual as listed in a memo dated March 20, 2018 (policies in sections H, J and K) and waive the second reading. So voted.**

*l. Policy GA/GCE/GCF, Recruitment, Screening and Selection of Staff, Policy AC, NonDiscrimination, and Policy JICG, Tobacco Use (Vote Required)*  
**MOTION by Linn Caprarella, seconded by Javed Iqbal, to approve the recommendation by Superintendent Raiche to revise three policies as listed in a memo dated March 20, 2018 (Policy GA/GCE/GCF, Policy AC, and Policy JICG) and waive the second reading. So voted.**

*m. Legislative Update*

- Day on the Hill-The annual MASC Day on the Hill is scheduled for Wednesday, April 25, 2018. Mrs. Abrams asked committee members to let Mrs. Rieger know if they can attend, and she highly recommended new members attend, if possible.

*n. Any item(s) not anticipated at the time of posting*  
 None.

**INFORMATION**

No discussion about these items.

**EXECUTIVE SESSION**

Nothing.

**ADJOURNMENT**

**MOTION by Linn Caprarella, seconded by Javed Iqbal, to adjourn at 6:57 p.m. So voted.**

Respectfully submitted,

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Susan M. Rieger, Recording Secretary

**Meeting Handouts:**

- Agenda
- Reorganization memo dated October 1, 2017
- Regular and Executive Minutes from March 27, 2018
- Memo on Transfer, Appointment and Leave of Absence
- Superintendent's Report: Documents on items from the report
- New Business:
  - Memo on gift of \$33.50 from BayState Textiles, Inc.
  - Memo on declaring surplus technology equipment

- Memo on approval of FY2019 School Budget
- Memo on FY18 Revolving Accounts Summary and Budget Summary through March 31, 2018
- Memo and School Safety document from MASC
- Memo and Summit on Poverty document from MASC
- Memo and NESDEC Special Education Trend Report for 2017/2018
- Memo on Policies with Minor Revisions
- Memo on Policies replaced with MASC's model policy
- Memo on Policies to remove from the Plainville Policy Manual
- Memo on Policies to keep in the Plainville Policy Manual
- Memo and proposed revised policies: File GA/GCE/GCF, AC and JICG
- Information:
  - Enrollment, April 1, 2018