

PLAINVILLE SCHOOL COMMITTEE MEETING
Minutes of June 13, 2017

Regular Session

CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 6:04 p.m. in the Wood School Learning Commons. Also present were Linn Caprarella, Maggie Clarke, Charlene McEntee and Superintendent Raiche. Absent: Javed Ikbal The meeting was audio and video recorded.

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

EXECUTIVE SESSION

- Negotiations – Plainville Education Association (PEA), Education Support Professionals (ESP), and Food Service Workers

MOTION by Linn Caprarella seconded by Maggie Clarke, to go into Executive session at 6:05 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

Returned from Executive session at 6:39 p.m.

The Committee moved to the upstairs conference room to listen to the BoardDocs webinar from approximately 6:40 to 7:10 p.m.

NEW BUSINESS

- BoardDocs Presentation

The Committee listened to a BoardDocs presentation by Laura Vatour. BoardDocs is a cloud-based board management system developed specifically for public governing bodies of smaller organizations. It provides a means of immediately publishing and revising agenda items, supporting documents, minutes and policies and procedures via the Internet.

APPROVAL OF MINUTES

MOTION by Maggie Clarke, seconded by Linn Caprarella to approve the May 23, 2017 regular session minutes. So voted.

MOTION by Charlene McEntee, seconded by Maggie Clarke to approve and hold the May 23, 2017 executive session minutes. So voted.

SHOWCASE

- Technology Enrichment Projects-Mrs. Whitaker and Mrs. Lareau

Three students from Wood School, Joseph D. (grade 4), Kun Sheng H. (grade 5), and Jason G (grade 6) showcased the work they did in the 3D printing and Green Screen enrichment classes taught by Mrs. Whitaker and Mrs. Lareau.

COMMENTS BY CITIZENS AND FACULTY

None.

COMMUNICATIONS AND AUDIENCES

None.

COMMENDATIONS

Superintendent Raiche commended Mrs. Robin Roberts-Pratt for the great job she did in putting together the Career Fair, which was held for students in grades 4, 5, and 6 on June 2, 2017.

Mrs. Abrams commended the Band/Chorus concerts held last week.

ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

- King Philip School Committee-Mrs. McEntee

Mrs. McEntee reported that the King Philip School Committee met last Tuesday.

Topics on the agenda were:

- The reorganization of the Committeeô Patrick Francomano will be the chairperson
- The Bi-County Collaborative budget
- The FY18 King Philip budget, which was approved based on the recommendation of the Plainville Finance Committee
- The Superintendent's evaluation for the 2016/17 school year and
- The Director of Finance search

- Negotiations Subcommittee-Mrs. Caprarella, Mrs. Clarke

Mrs. Caprarella reported that the negotiating team met earlier this evening in executive session and discussed contracts for the Teachers, Education Support Professionals and Food Service Workers.

- Budget Subcommittee-Mrs. McEntee, Mrs. Abrams

Nothing.

- Communications Subcommittee-Mrs. Abrams, Mr. Ikbāl

Mrs. Abrams reported that the subcommittee meeting which was scheduled earlier this afternoon was cancelled.

- Town Building Committee-Mrs. Clarke

Mrs. Clarke reported that a successful vote of approval for moving forward with the construction of the two new town buildings (town hall and safety building) happened on June 5, 2017 at the annual town meeting. As a result, the bids received have been reviewed and CTA Construction Company was awarded the bid.

- Sick Leave Bank Committee-Mr. Ikbāl

Nothing.

- Wellness Committee-Mr. Ikbāl

Nothing.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

Resignation:

- Maureen Larochelle, Jackson School Nurse, effective at the conclusion of the current school year.
- Alison Gordon, Instructional Paraprofessional at Jackson School, effective at the conclusion of the current school year.

Transfers: Jessica Vine, grade 4 to grade 2 teacher, effective 2017/2018
Caitlin Nunez, grade 4 to grade 6 teacher, effective 2017/2018

SUPERINTENDENT'S REPORT

- Enrichment Program

Superintendent Raiche presented documents to the Committee which outlined the enrollment and activities for the 2016-17 enrichment program as well as multi-year reports with data on participation rates, number of participants, number of activities, operating budget funds, tuitions collected, expenses, and profit/loss. Participation rates have improved for the third consecutive year.

- Pre-School Program

Superintendent Raiche said that the preschool program will move from offering 2, 3 and 4-day programs to a 4-day program only. As a result of the number of incoming children, a .5 (FTE) preschool teacher and a .5 (FTE) preschool instructional paraprofessional have been added to the staff openings for the 2017/2018 school year. The tuition rates are considered reasonable and he is sure all open slots will be filled.

OLD BUSINESS

- Network Administrator Job Description (Vote Required)

Superintendent Raiche recommended that the terms of employment for the position of Network Administrator be changed from 220 days to a twelve-month fulltime position (which is 260 days-a year position). The position has been budgeted as a full year position.

MOTION by Charlene McEntee, seconded by Linn Caprarella, to approve as presented the revised Network Administrator Job Description. So voted.

- Job Descriptions (Vote Required)

- Student Support Specialist
- School Adjustment Counselor

There was some discussion at the previous meeting about the content of these job descriptions and no vote was taken. Superintendent Raiche shared information about the certification requirements of a Board Certified Behavior Analyst (BCBA) and a Behavior Support Specialist (BSS) to clarify concerns in the Student Support Specialist job description. Mrs. Abrams is not in support of adding the qualification of Behavior Support Specialist certification, preferred, to the qualifications section of the job description, as she strongly stated the position should be filled by a Board Certified Behavior Analyst.

MOTION by Maggie Clarke, seconded by Linn Caprarella, to approve the Student Support Specialist job description as presented. So voted 3 in favor, 1 opposed (Abrams)

MOTION by Maggie Clarke, seconded by Charlene McEntee, to approve the School Adjustment Counselor job description as presented. So voted unanimously.

- Curriculum Coordinator Job Descriptions (Vote Required)

Superintendent Raiche recommended replacing the words, "pacing guides" with "curriculum maps" in the curriculum coordinator job descriptions for Language Arts, Mathematics, and Science.

MOTION by Maggie Clarke, seconded by Linn Caprarella to approve the Curriculum Coordinator Job Descriptions—Language Arts, Mathematics, and Science— as presented. So voted.

NEW BUSINESS

- BoardDocs Presentation (See Minutes Above)

- BayState Textiles Gift of \$50.00 (Vote Required)

MOTION by Charlene McEntee, seconded by Maggie Clarke, to approve \$50.00 from BayState Textiles, Inc. for the Plainville district to be used to reimburse expenses for district technology purchases. So voted.

Stop & Shop A+ Rewards (Vote Required)

MOTION by Maggie Clarke, seconded by Linn Caprarella, to approve \$2,042.17 from the Stop & Shop Rewards program for the Jackson School Gift Account and \$1,999.81 from the Stop & Shop Rewards program for the Wood School Gift Account; said funds to be used for purchasing items for students and/or staff. So voted.

PTO Fundraisers for 2017/2018-Mrs. Lauren Cecko, PTO President (Vote Required)

Mrs. Cecko reviewed the listing of the proposed fundraisers for PTO during the 2017/2018 school year.

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the listing of proposed fundraisers for the 2017/2018 school year as presented. So voted.

Report Card Update-Mrs. Campbell

Mrs. Campbell said that two surveys have been completed about the report card used during the 2016-17 year. One was completed by parents and one by staff; however, the Committee has not been able to review the results and comments yet. Mrs. Campbell felt that good feedback was received and the Report Card Committee will look at the neutral answers, in particular, and offer further information at future coffee hours about the report card system. The Report Card Committee will meet in late August/early September to continue analyzing the report card system. She said we are heading in the right direction.

School Improvement Plans:

- Jackson School-Mrs. Campbell
- Wood School, Mrs. Roberts-Pratt

Mrs. Campbell and Mrs. Roberts Pratt gave overviews of the proposed school improvement plans for their respective schools for the 2017-18 school year. Teacher leaders gave input, which they gleaned from their grade levels, and as a result, the school improvement plans were developed with suggestions/ideas from the teaching staff. Mrs. Caprarella thanked the principals and their council membership for the time and energy put into creating the Plans.

File IJNDC, Web Publishing Policy and File IJNDD, Social Media Policy (1st Vote Required)

MOTION by Linn Caprarella seconded by Maggie Clarke, to approve policy file IJNDC, Web Publishing, and policy file IJNDD, Social Media, as presented. So voted.

School Web Publishing/Social Media Release Form

Superintendent Raiche shared the web publishing/social media release form.

Approval: Transfer of FY217 Funds (Vote Required)

MOTION by Charlene McEntee, seconded by Linn Caprarella, to approve the transfer of \$45,000 from FY2017's budget, account #9400-0-0510, tuition, collaboratives, TO the recently created Special Education Reserve Fund. So voted.

Approval: Revised Fiscal Year 2018 Educational Budget Plan (Vote Required)

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the budget amount of \$9,015,597.00, the same amount approved by the townspeople on June 5, 2017, for the Plainville Public Schools FY2018 educational budget. So voted.

Creation of Positions (Vote Required)

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the creation of positions: School Adjustment Counselor, 0.5 FTE Preschool Teacher, 0.5 FTE Preschool Instructional Paraprofessional, Therapeutic Learning Center Teacher, Therapeutic Learning Center Instructional Paraprofessional and .2 FTE Nurse (contracted service position for the nurse) So voted.

Approval: Use of Procurement Card (Vote Required)

Mrs. McEntee asked if the Committee should adopt a policy on the use of procurement cards. Mr. Raiche will look into whether MASC has such a policy. She would like to have a policy in place prior to the implementation of using a procurement card.

MOTION by Linn Caprarella, seconded by Charlene McEntee, to approve approval of the application and use of a district procurement card as presented. So voted.

Food Service Working Agreement: 3 year agreements for FY18, FY19, and FY20 (Vote Required)

Superintendent Raiche presented the Food Service Working Agreement, which is for the next three fiscal years FY2018, FY2019, and FY2020. This was discussed in executive session earlier tonight. Selectman Robert Rose was in attendance at the meeting in order to be present for the vote of approval.

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the Food

Services Working Agreement for the Fiscal Years 2018, 2019 and 2020 as presented. So voted all in favor, including Selectman Rose.

Successor Agreement: Plainville Education Association-Teachers (Vote Required)

Superintendent Raiche presented the Memorandum of Agreement between the Plainville School Committee and the Plainville Education Association of Teachers, for a successor agreement for the duration of September 1, 2017 to August 31, 2020. This was discussed in executive session earlier tonight. Selectman Robert Rose was in attendance at the meeting in order to be present for the vote of approval.

Superintendent Raiche recommended one change, which was noticed by the PEA. The change is in Article IV, Teacher Workday, Section H. #1, remove from Section H. #1, or on those weeks when progress reports or report cards need to be completed, or when a Monday holiday immediately follows a week-long vacation period and put in Section H. #2 as part of the first sentence. (at the end of the first sentence).

MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the Successor Agreement for the Plainville Education Association-Teachers for the duration of September 1, 2017 – August 31, 2020 as presented and including one change of moving the partial sentence in Article IV, Teacher Workday, Section H. #1 to Section H. #2, as described above. So voted all in favor, including Selectman Rose.

Legislative Update

Mrs. Abrams asked that if anyone is planning to attend the annual MASC conference in November to notify Mrs. Rieger by Thursday, June 15th, as this is the deadline to receive the early bird registration fee.

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

None.

EXECUTIVE SESSION

Executive Session was held at the beginning of the meeting.

INFORMATION

There was no discussion on items in information.

ADJOURNMENT

MOTION by Maggie Clarke, seconded by Charlene McEntee, to adjourn at 8:15 p.m. So voted.

Respectfully submitted,

Susan M. Rieger, Recording Secretary

Meeting Handouts:

- Agenda
- PEA Memorandum of Agreement: September 1, 2017 ó August 31, 2020
- Education Support Professionals Negotiations: Memo on current status of negotiations
- Food Service Working Agreement: FY18, FY19, and FY20
- Minutes from May 23 2017
- Memo on Resignations and Transfers
- Superintendent's Report: Documents regarding the items listed in the superintendent's report
- Old Business:
 - Job Descriptions for Network Administrator, Student Support Specialist, School Adjustment Counselor, Curriculum Coordinators for ELA, Math, and Science
- New Business:
 - BoardDocs presentation overview document
 - Memo on BayState Textiles
 - Memo on the Stop & Shop A+ Rewards Program
 - Listing of the proposed PTO fundraisers for 2017/2018
 - School Improvement Plans for FY18 for the Jackson and Wood Schools
 - File IJNDC, Web Publishing Policy
 - File IJNDD, Social Media Policy
 - School Web Publishing/Social Media Release Form
 - Memo on the FY17 Transfer of Funds request
 - Memo and supporting document on the Revised FY2018 Budget
 - Memo on the recommendation to create positions
 - Memo and supporting document on the request to approve the use of a procurement card
- Information:
 - Enrollment, June 1, 2017