

WEST BOYLSTON SCHOOL COMMITTEE

MINUTES OF THE MEETING OF
WEDNESDAY, June 12, 2013

LOCATION: West Boylston Middle/High School Media Center

PRESENT: SCHOOL COMMITTEE MEMBERS

John Owanisian, Chairman
Jennifer Breen
Richard Shaw
Erin Palumbo
James Pedone, Jr.

ADMINISTRATORS

Elizabeth Schaper, Superintendent
Lawrence Murphy, Principal Middle/High School
Christopher LaBreck, Associate MS Principal
Marjorie McCarthy, Elementary Principal
Roger E. Pontbriand, Jr., Business Administrator
Sherri Traina, Special Education Administrator

COMMUNITY

Faculty & Staff:	3	Guests:	3
Student Advisors:		Press:	1

Mr. Owanisian opened the meeting at 7:00 p.m. and welcomed everyone to the June 12, 2013 School Committee Meeting.

Approval of the Minutes

Ms. Palumbo made a motion to approve the minutes of the regular School Committee Meeting of May 8, 2013; Ms. Breen seconded. Motion approved. **Voted 3-1-0. (Mr. Shaw late to mtg.)**

Staff Retirement Recognition

Dr. Schaper recognized the retiring staff from the West Boylston Public schools and thanked them for their many years of service. Retiring staff included: Nanci Bell, Lois Minardi, Beverly Schofield, Karen McQuade, Linda Keifer, Sarah Holden, Rosann St. Jean and Mary Hubbard. Both Lois Minardi and Beverly Schofield were in attendance.

Acknowledgment Of Camera Crew

Mr. Owanisian thanked Mr. Bokankowitz for his work in filming the School Committee meeting.

Community Input

No community input at this time.

FLLAC Vote

Dr. Schaper advised that she was willing to continue to serve on the FLLAC Collaborative Board if appointed by the School Committee. Mr. Shaw made a motion to appoint Dr. Schaper to continue as the representative for the FLLAC Collaborative Board, Ms. Palumbo seconded. **Voted 5-0-0.**

Superintendent's Evaluation

Mr. Owanisian mentioned that the School Committee had evaluated Dr. Schaper through the Educator Evaluation System. Each member of the committee received a packet in the mail and was instructed to complete the evaluation and return it to Mr. Owanisian. Mr. Owanisian stated that Dr. Schaper received an average rating of proficient, but wished there could have been a "proficient plus."

Subcommittee Reports

Mr. Owanisian called for a report from the Budget Subcommittee. Mr. Shaw said the budget had been approved by the town.

Mr. Owanisian called for a report from the Chapter 74 Subcommittee. Mr. Shaw indicated that they had contact Representative O'Day's office with regard to the vocational school issue, but that it was still in the research phase.

Mr. Owanisian stated that the Marketing Subcommittee was now named the Communications Subcommittee and that they were continuing their efforts to create a blog for the School Committee in order to inform the public. Ms. Palumbo also stated that the Banner had published student of the month photos and information in their paper.

Mr. Owanisian called for a report from the Negotiations Subcommittee. Dr. Schaper indicated she was in the final phase of contract discussions with the secretarial staff, paraprofessionals, and cafeteria workers and that a final contract for each group would be available for them to sign within the next few days.

Mr. Shaw asked Dr. Schaper if we were finished with the teachers' contracts. Dr. Schaper explained that we needed to negotiate the elements of the new teacher evaluations and that was a separate process from our regular evaluations. She stated that the teachers needed their members to vote on that material on line. Dr. Schaper stated she does not anticipate any problems with this process. Dr. Schaper explained there was one other item the teachers needed to go over; the extracurricular stipend positions.

Mr. Owanisian called for a report from the Policy Subcommittee. Ms. Palumbo explained that work was still moving forward on creating a new homework policy, and that an email was sent to parents asking for their input in the process. She also stated that an update would be provided in September.

Mr. Owanisian called for a report from the School Building Subcommittee. Mr. Pedone stated that at the town meeting two items were brought up – security in the schools and the repair of the media center roof. Both of those items were approved.

Mr. Pontbriand advised that he has had several discussions with the architect, Mr. Roy Brown, relative to the roof project. The schedule for repair will be a fairly aggressive schedule. Mr. Pontbriand stated we are also in the process of receiving quotes for the security camera systems, as well as working of the gas project. NStar called today, June 12, 2013, and Mr. Pontbriand advised the representative that we were in the process of meeting with a HCAC engineer to discuss the possible conversion of oil to natural gas.

Mr. Owanisian called for a report from the Technology Subcommittee. Mr. Pedone stated the subcommittee met last week to discuss the School District's new website. He also stated that the goal was to have the website up and running by July 1, 2013.

Mr. Owanisian called for a report from the Transportation Subcommittee and Ms. Palumbo stated that there were none at this time.

Communication and Reports

Mr. Owanisian called for a report from the elementary school. Ms. McCarthy advised there were many interesting things happening at Major Edwards Elementary School such as 2nd graders welcoming back Kim Bent, the Science Bug Teacher, who would be putting on a program called "What Floats Your Boat?" and 3rd graders enjoyed their field trip to the Lowell Mills.

Mr. Owanisian called for a report from the middle/high school. Mr. LaBreck stated they are very

excited to begin the STEAM Academy in the fall and have invited 28 students to apply – 23 have applied and were interviewed the first week of June. Also, the 8th grade class would be receiving their certificates on June 17, 2013.

Mr. Owanisian called for a report from the high school. Mr. Murphy stated it is a very busy and exciting time of the year. On Friday, May 31st 64 students graduated from the high school. Mr. Murphy mentioned the Student Council has completed elections for high school class officers and representatives. He also stated a meeting between the current guidance counselors and the newly hired counselor, Kristen Tokarz had taken place. Mr. Murphy stated that the theme for next year would be “Courage.” Mr. Murphy also stated that he has asked 33 students to commit to the Lions Scholar Academy.

Mr. Owanisian called for a report from the Director of Special Education. Ms. Traina indicated there was a letter included in the committee’s packet from the Mass. Dept. of Elementary and Secondary Education regarding the Mid-cycle report based on the onsite visit conducted in our district in January of 2013. The district was found to be in compliance with all of the criteria monitored in our district during the Mid-cycle review.

Mr. Owanisian asked when the next meeting would be schedule and Ms. Traina explained it would be three years from now.

Ms. Traina also reported she had the opportunity to spend three days with a group of parents that have children in our school district with disabilities. Ms. Traina stated that one of the Massachusetts regulations is that every school district have a special education parent advisory council. She stated that in years past, we had not had a special education parent advisory council. A group of parents, this year, had approached Ms. Traina to get the advisory council in West Boylston up and running again. Ms. Traina will be sending out a letter to parents explaining just how the council works and what services it can provide to parents. Ms. Traina indicated that once the parent group begins working together, she hopes to provide a presentation to the School Committee in the fall.

Mr. Owanisian called for a report from the Business Administrator. Mr. Pontbriand presented information to the committee regarding the copy paper bid for school year 2013-2014. W.B. Mason is the winning vendor with a contract price of \$22.88/case for the FY 2013-2014 school year. Mr. Shaw motioned to accept the W.B. Mason copy paper price of \$22.88/case, Ms. Breen seconded.

Voted: 5-0-0.

Mr. Pontbriand indicated there was an end of the year audit report (from Melanson & Heath) to the Department of Elementary and Secondary Education in their packets. Mr. Pontbriand stated that at the end of each school year we have to supply information based on our expenditures, student counts, and many other demographics relative to staff/students to the Dept. of Education. They then require that we be audited by a public accounting firm that will then audit the district to make sure we have supplied the correct numbers. Mr. Pontbriand stated that there were six findings in this report and all were correct through an amendment.

Mr. Pontbriand also explained the information contained in his May 31, 2013 expenditure report to the committee. He indicated that this report would change greatly over the next couple of weeks, as we would be putting in the lump sum payment to the teachers next week, which would change the encumbrances greatly. He stated that we still have a positive balance of approximately \$41,000.00.

Mr. Owanisian called for a report from the Superintendent of Schools. Dr. Schaper thanked Ms. McCarthy for the two excellent years of service she has given to Major Edwards Elementary School.

Dr. Schaper provided an update on the search for a principal for the Major Edwards Elementary School. She said we attracted a strong pool of candidates. Nearly 50 parents expressed an interest in being on the 10 member comprised of 5 parents and 5 teachers. That group of people met on Monday, June 10, 2013 and they had three tasks – to learn about the role of the principal, 2. to establish the criteria for selecting candidates to interview and 3. to develop the protocol for interviews.

Dr. Schaper stated the Secretary of Education; Matthew Malone is to come to West Boylston on June 18, 2013 for a visit to tour the schools and meet the children.

Dr. Schaper indicated the June Data Dashboard material was included in their packets. This dashboard provided Professional Development Activities have gone on in the district for the 2012-2013 school year, student/teacher attendance data, monthly suspension report, and college matriculation data for the class of 2013.

Mr. Shaw was concerned with the information provided regarding out of school suspensions for the elementary school – he felt the number was quite high.

Mr. Murphy indicated the actual suspensions from this district were quite low.

Mr. Owanisian called for School Committee updates. Mr. Pedone indicated there were none at this time. Mr. Shaw stated the Wachusett Area Rotary supplied 4 scholarships for \$2,000.00 each and two students from this graduating class received scholarships – Corey Marsh and Rachel O'Connor. Ms. Breen stated the library dedication at Major Edwards was to take place on June 13, 2013 at 6:30 p.m. There would be a ribbon cutting ceremony and a plaque for the library wall. She also stated there would be a WestBEST alumnae breakfast in September. Ms. Palumbo thanked Ms. McCarthy for her service as principal at the Major Edwards Elementary School. Dr. Schaper stated the proposed date for the School Committee summer retreat for the School Committee was August 23rd from 8:30 a.m. – 2:00 p.m. Ms. Breen made a motion to hold the summer School Committee retreat on August 23, 2013; seconded Ms. Palumbo. **Voted: 5-0-0.**

Motion to adjourn was made by Mr. Shaw at 8:52, seconded by Mrs. Breen. Voted 5-0-0

Adjournment

Respectfully submitted,

Marie Johnson
Recording Secretary