

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING

Minutes of September 14, 2016

Held at the Whitman-Hanson Regional High School

Meeting convened: 7:04 p.m.

Meeting adjourned: 9:06 p.m.

Members present: Robert Hayes, Frederick Small, Robert O'Brien, Jr., Daniel Cullity, Christopher Howard, Michael Jones, Steve Bois, Robert Trotta, Kevin Lynam and Alexandria Taylor

Members absent: None

Administrators present: Dr. Ruth Gilbert-Whitner, Superintendent of Schools
Dr. Patrick Dillon, Asst. Superintendent for Human Resources/Support Services
Ellen Stockdale, Asst. Superintendent for Curriculum, Instruction and Staff Dev.
Dr. John Queally, Administrator for Special Education and PPS
Christine Suckow, Director of Business Services
Chad Peters, Director of Technology Services

Chair Hayes brought the meeting to order at 7:04 p.m. and announced the meeting was being broadcast live and recorded.

APPROVAL OF MEETING MINUTES

August 24,, 2016 School Committee meeting minutes

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to approve the August 24, 2016 School Committee meeting minutes, as presented. The motion passed with three abstentions. Mr. Trotta, Mr. Bois and Mr. Lynam abstained.

Student Advisory Report

Student activities were reported by high school senior, Marc Benjamino, who was covering for newly appointed Student Council School Committee Representative, Thomas Long. Mr. Benjamino reported the start of the school year and opening was successful, particularly with the implementation of a new daily schedule, in addition to a newly introduced late start schedule. Fall sports are underway. Incoming freshmen students are becoming acclimated to the high school.

Superintendent's Report

Opening of School

Dr. Whitner reported a positive start to the new school year, beginning with the welcome back ceremony for teachers on August 29 and the return of all students on August 31. The Superintendent thanked the School Committee for voting to transfer \$200,000 from the reserves account in June. The funds are being used to address class size in the elementary classrooms to a manageable range as well as providing a level of staffing to deliver library services at the middle and elementary schools.

Introduction – Thomas Tracey, Assistant Principal, Duval

Dr. Whitner introduced Mr. Thomas Tracey, the new assistant principal at the Duval Elementary School. Mr. Tracey began his position on July 1 and replaces Dr. Beth Wilcox, who was appointed to the principal position at the Maquan Elementary School after the retirement of Donna Murphy. Mr. Tracey formerly worked in the Barnstable Public Schools and is a resident in the Town of Hanson. Mr. Tracey commented on the education offerings at Whitman-Hanson and the extensive collaboration of staff throughout the District.

Personnel 2016-2017

Dr. Patrick Dillon reported on the extent of personnel movement over the summer and into the new school year. He applauded the principals and administrative team on a smooth, onboarding process, completing a great deal of work in a relatively short time, and utilizing creativity and strategic hiring practices.

Food Service Review

Dr. Whitner reported she recently informed the Committee that a Food Services Department review was completed last year. However, the District received another letter from the Department of Elementary and Secondary Education (DESE) in August indicating the Food Services Department was to be audited again, this year. Dr. Whitner explained that the DESE is on a three to five year cycle of programs. Whitman-Hanson was at the end of the former cycle and is now at the beginning of new cycle, which is why another audit will occur so quickly.

District Professional Development Plan 2016-2017

Mrs. Stockdale discussed the District Professional Development Plan for the 2016-2017 school year. Changes in the plan reflect staffing at each school, the mission statement and guiding beliefs along with a number of additions. The district curriculum coordinators are now responsible for curriculum kindergarten through grade 12. This is now reflected throughout the plan. A wellness theme has also been incorporated and personalized learning instead of inclusion is evident throughout the plan. For staff, SmartPD for staff learning opportunities and offerings has been added (pilot programs in science and math) and focused on literacy continuum. Since last year, staff has been able to meet with coordinators or, the experts on subject matter, at their school site. As a result, coordinators are identifying gaps and needed resources throughout the District.

District Accommodation Plan 2016-2017

Dr. Queally discussed changes to the District Accommodation Plan for the 2016-2017 school year. The Plan now includes Whitman Will (part of the Brockton Area Opioid Abuse Prevention Collaborative) and the high school student transition room, to keep pace with the needs of students as introduced to the Committee last school year. Mrs. Stockdale commented that special and general education lines were previously well-defined. The District is now at a point where the student needs have become more personalized and each student is assessed and educated more individually. Mrs. Stockdale discussed time frames for meeting student needs and developing and planning Individualized Education Plan (IEP) meetings. Data teams at each school were also discussed.

Superintendent's Self-Assessment and Proposed Goals

Dr. Whitner presented the Superintendent's Self-Assessment and Proposed goals for the 2016-2017 school year. The Superintendent's goals for the 2016-2017 school year are intended to forward the mission of the Whitman-Hanson Regional School District. Dr. Whitner referred to the district planning process and working with DESE Consultant, Lori Likis, since March 2015 and indicated the

district plan is now finalized and action plans have been developed. At the October School Committee meeting, the Superintendent will present the full District Plan. In addition, the DESE invited and accepted Whitman-Hanson into their project to pilot a new set of Resource Allocation and District Action Reports (RADAR) to support strategic planning and budget decision making and to help the Department develop tools and resources that can be useful to districts statewide. Dr. Whitner will be attending a meeting at Worcester State University with several administrative team members to learn more.

Following are the four SMART goals identified for the 2016-2017 school year.

2016-2017 Superintendent's Goals

Dr. Whitner presented her 2016-2017 goals and identified strategies, resources and accomplishments for each SMART goal presented. The three "Pillars" of the District Plan are also rooted within the goals.

Pillar #1 Every Child, Every Day with healthy minds and healthy bodies

Pillar #2 A Cohesive PreK-12 System of Teaching and Learning

Pillar #3 Safe and Secure Schools

The Superintendent also commented on the need to focus on the value of no cost, full day kindergarten and will present a full report at the October School Committee meeting.

SMART Goal 1: To monitor and evaluate the Action Plans of the District Plan

Pillar #2: A Cohesive PreK-12 System of Teaching and Learning

Strategic Objective 2. Establish a PK12 standards-based curriculum; Strategic Initiative 2.2 Align curriculum vertically/horizontally; Strategic Objective 3. Enhance Instruction to improve learning; Strategic Initiative 3.4. Promote & enhance inclusive practices & personalized learning.

SMART Goal 2: The Administrative Team will embed the District Plan, its pillars, and action steps in site-based and district-wide communications. Dr. Whitner commented that without strong communication, the plan is not worth much and the ultimate objective is to align all goals together.

SMART Goal 3: Throughout the school year, monitor and evaluate the accomplishments of the Action Plans of Pillar #1- Every Child, Every Day with healthy minds and healthy bodies.

This goal relates to three of the standards; last year began with steering committee and the need to improve Pk-12 alignment. In addition, Youth Health Connection will visit Whitman-Hanson in October and is involved with the opioid task force. Whitman WILL also meets at the Regional High School several times annually. Strategic Objective 1. Foster a learning environment that provides social, emotional, and academic growth for all students; Strategic Initiative 1.1. Develop a PK-12 social/emotional framework and vision

SMART Goal 4: Throughout the school year, monitor and evaluate the accomplishments of the Action Plans of Pillar #3 Safe and Secure Schools.

Dr. Whitner discussed Dr. Dillon and effort in providing a safe and secure learning environment for staff and students. Bollards have been installed at the entrance to the Regional High School and gym entrance at the Whitman Middle School to prevent vehicles from entry into the buildings. ALICE training for new staff is in progress. Strategic Objective 4. Establish a safe and secure learning

environment; Strategic Initiative 4.1 Develop a comprehensive Emergency Management System (CEMP) Strategic Initiative 4.2 Develop a site-specific facilities plan with a maintenance schedule

Communication for District Plan Dissemination

Chair Hayes recommended an ongoing review of the Superintendent's goals. The Superintendent agreed with this strategy and monitoring as the year moves forward to allow for any changes in the Plan. The District Plan will be rolled out at the October 12 School Committee meeting. Dr. Whitner stated that updates to her goals will be done in January.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to accept the Superintendent's Goals for the 2016-2017 school year, as presented. The motion passed unanimously.

Budget Report - FY2016-2017

Christine Suckow reported a complete year-to-date statement will be presented in October. Currently, ongoing staff movement and contract ratification are in process. Chair Hayes reported he has contacted the Finance Committees in each town to schedule initial budget meetings as soon as possible.

Dr. Whitner recommended inviting town officials to the presentation of the District Planning for Success at the October School Committee meeting. Chair Hayes agreed and will include the Board of Selectmen in each town as well.

Chair Hayes took the meeting out of order.

Contract Ratification – WHEA Units B and C

Chair Hayes announced that School Committee and Whitman Hanson Education Association have produced a Memorandum of Agreement in order to ratify collective bargaining agreements for Units B and C. Copies of the MOA were provided to the Committee and municipal representative and Hanson Town Administrator, Michael McCue.

Unit B Assistant Principals/Curriculum Directors/Other Administrators

Mr. Trotta spoke to the process of negotiations and efforts to maintain consistency within the collective bargaining units.

Hanson Town Administrator, Michael McCue, respectfully abstained from voting on the ratification, stating his reason not being negative or positive, but simply that he needs to better explore the role of the municipal representative and that it is appropriate, at this point, to abstain from voting.

VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to ratify the 2015-2018 Memorandum of Agreement (MOA) between the Whitman-Hanson Regional School Committee (WHRSC) and the Whitman Hanson Education association (WHEA) Unit B; Assistant Principals/Curriculum Directors/Other Administrators, as presented. The motion passed unanimously.

Unit C Administrative Assistants

Mr. Small discussed the negotiation process for Unit C and efforts to maintain consistency with all bargaining units as well. Dr. Dillon applauded the Association and School Committee members in showing mutual respect during the process and, ultimately, being fiscally responsible for the final

contract. WHEA President, Kevin Kavka, also commented that creative thinking helped overcome negotiation challenges. At this time, the Unit D Paraprofessionals/Tutors contract is the final bargaining unit that needs ratification.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to ratify the 2015-2018 Memorandum of Agreement (MOA) between the Whitman-Hanson Regional School Committee (WHRSC) and the Whitman Hanson Education association (WHEA) Unit C; Administrative Assistants, as presented. The motion passed unanimously.

OLD BUSINESS

Maquan Roof Repair

Chair Hayes reported a change order agreement is scheduled to be signed by Hanson Board of Selectmen on September 27, 2016 to continue the roof repair to the Maquan Elementary School. Gale Associates, Inc. has issued a monetary credit of \$6,961.50 to be used towards repairs to the remainder of the Maquan School roof under a change order. The original contract sum was \$207,000. The new contract sum with the change order credit is \$200,038.50. Chair Hayes added that the continuation of the roof project will not disrupt the students school day.

Capital Projects Update

Mr. Small reported the Facilities Sub-Committee met earlier and reviewed capital projects throughout the district. On September 6, 2016, three bids were received by the District to replace the high school tennis courts and construct four new courts. Century Construction presented the lowest bid at \$133,997. The project would take approximately three weeks for completion. Pine trees around the courts have been removed in anticipation of the project. A shed is being built through a donation. The Facilities Sub-Committee voted earlier at their meeting to accept the Century Construction bid proposal at \$133,997.

VOTE: Mr. Bois motioned; Mr. Cullity seconded; voted to accept the Century Construction bid proposal, in the amount of \$133,997 for the replacement of the high school tennis courts, as presented. The motion passed unanimously.

Mr. Small reported on other Facilities Sub-Committee meeting discussions held on September 14, 2016.

At the Maquan School:

- Asbestos installation in the boiler room is now complete.
- A leak in a bathroom on the 1st floor has been corrected.
- Interior painting has been completed.
- LED interior and exterior lighting installation are completed.

In addition:

- LED exterior lighting installation is completed at Indian Head School.
- Acoustical sound adjustments at Duval and Conley are completed.
- Carpets have been replaced at Conley and Whitman Middle School.

- Walkways at the Regional High School and Whitman Middle School replaced with stamped concrete. Mr. Small recommended sending a letter to the Town of Whitman Department of Public Works (DPW) for their assistance during the construction and renovation to the walkways at the high school and Whitman Middle School over the summer.
- AHERA updates and notifications are complete.
- Audit of MSDS safety data sheets passed.

NEW BUSINESS

Job Description – Facilities/Maintenance Night Lead

Dr. Dillon presented a new job description for a facilities/maintenance night lead person. Dr. Dillon explained the history of the position as staffed through S.J. Services. However, due to the position requirements, it was determined the position should fall under Whitman-Hanson Regional School District employment. Last year, the S.J. Services contract was amended to eliminate this position so that it could be staffed by Whitman-Hanson and that employee who would oversee and supervise S.J. Service, reporting directly to the Director of Facilities, Ernie Sandland. In addition, the S.J. Services contract was further reduced to allocate funds for a building use representative under Whitman-Hanson School District employment. Christine Suckow confirmed these contract changes have no impact on the WHRSD budget and anticipates the re-structuring will be reflected and presented as a line item transfer in October.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to waive the first reading of the Facilities/Maintenance Night Lead job description. The motion passed unanimously.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to accept the Facilities/Maintenance Night Lead job description, as presented. The motion passed unanimously.

Policy Revisions

Dr. Whitner presented policy revisions as a result of security and safety concerns with people accessing school grounds during the school day. Recent concerns of people jogging, walking dogs, and on the property while school was in session was examined.

ECA Buildings and Ground Security

Dr. Whitner reported that the original access to all school buildings and grounds previously referred to use after school only for personnel whose work required access and was basically silent on use during school hours. The Superintendent recommended language modifications for the Committee's approval that included an opening statement of the Committee's commitment to safety and security, valuing a close cooperation with fire and law enforcement departments and clarifies access to the school buildings and fields both within the school day as well as outside of the school day, in alignment with Policy KF, Community Use of Schools, KF-R Whitman-Hanson Building Use Regulations, and Policy IMG – Animals in Schools. There was a short discussion with regard to town-owned school buildings under the town's jurisdiction versus the high school building, which is owned and operated by the District and how issues may arise with non-school events on the grounds in terms of parking and building use for sports or non-school events, etc. Mr. Small suggested adding "school sanctioned events" to paragraph # 3. However after a short debate, a motion and second to

amend Policy ECA Buildings and Ground Security to include “and school sanctioned events” in paragraph three, was withdrawn.

IMG Animals in School

Dr. Whitner reported that Policy IMG, Animals in School, was approved several years ago. However, at that time was indicative of service animals. The recommended language modifications for the Committee’s approval clarify the policy beyond service animals and include school grounds.

VOTE: Mr. Trotta motioned; Mr. Small seconded; voted to accept the policy revisions to Policy ECA Buildings and Ground Security and Policy IMG Animals in School, as presented. The motion passed unanimously.

Policy ADDA – Background Checks

Dr. Dillon recommended language modifications for the Committee’s approval regarding Policy ADDA Background Checks to clarify how volunteers who may have unmonitored contact with a student should be handled. Dr. Dillon discussed the current policy language and recommended volunteers who have the potential for direct and unmonitored contact with children undergo a background check through the state CORI and federal SAFIS fingerprinting as follows: “Volunteers in supervisory and/or ongoing roles having the potential for direct and unmonitored contact with children will be required to have a state and national fingerprint criminal background check conducted to determine suitability prior to volunteering.” There was a brief discussion that adding this language would place boundaries on having to fingerprint all volunteers. Dr. Dillon clarified this is directed toward volunteer coaching staff. The change would impact background checks for volunteer coaches more than a classroom volunteer because of the increased probability of direct and unmonitored contact.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to accept the policy revisions to Policy ADDA Background Checks, as presented. The motion passed unanimously.

Field Trips

CSL Career Development Workshop

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to waive the nurse requirement and approve the out of state CSL high school field trip for a career development workshop at the University of Rhode Island in Rhode Island on October 26, 2016, as presented. The motion passed unanimously.

DECA District Conference

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to waive the nurse requirement and approve the overnight, DECA District Conference field trip to the Quincy, MA, Marriott Hotel from January 5-6, 2017, as presented. The motion passed unanimously.

DECA Power Trip

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to waive the nurse requirement and approve the out of state, overnight, DECA Power Conference field trip to Washington, D.C. from November 18-20, 2016, as presented. The motion passed unanimously.

Acceptance of Gifts

Athletic Director, Bob Rodgers, submitted a request to accept an anonymous donation from a Whitman-Hanson parent in the amount of \$1,000 to the boys' soccer program. In addition, the parent pledges to match all money raised in the team's bottle and can drive later in the soccer season up to \$1,000. It is anticipated the donation will help purchase new soccer uniforms.

VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to accept the donation of \$1,000 to the Athletic Department, as presented. The motion passed unanimously.

Letters of appreciation from the American Heart Association and Camp Fatima were read aloud by Chair Hayes.

SUBCOMMITTEE REPORTS

Policy Sub-Committee

Dr. Whitner reported and presented policy recommendation earlier in the meeting.

Facilities and Capital Improvements Sub-committee Report

Mr. Small reported on facilities and capital improvements earlier in the meeting.

Legislative Update

Mr. Trotta had nothing new to report. However, it was noted that in reference to the State Ballot Questions 2 Charter Schools, the School Committee is opposed to Question 2 and previously voted to approve a resolution against lifting the cap on Commonwealth charter schools. Chair Hayes committed a discussion regarding the state ballot measures at the October School Committee meeting.

Pilgrim Area Collaborative Representative Report

Mr. Bois reported the next meeting is being held on September 28, 2016.

North River Collaborative Representative Report

Mr. Bois reported that at a special board meeting, the candidate selected for the executive director position will not be taking the position, and the Board withdrew their recommendation.. Mr. Bois reported a new time line to repost the position is in progress. It is anticipated the search committee will post and screen candidates in January 2017. Mr. Bois reported the Board also re-organized. Lastly, a health insurance rate agreement has been met with Mayflower Municipal Health Group. There is an increase over last years' rates.

Negotiations Sub-Committee

The Committee voted to ratify memorandum of agreements for Whitman Hanson Education Association Unit B and Unit C earlier in the meeting.

Chair Hayes reminded School Committee members that if they are interested in attending the MASC Life Member/Leadership Awards Dinner held during the MASC/MASS Joint Conference, they should contact the Superintendent's executive assistant. Former WHRSD School Committee member, Susan McSweeney, is being honored as life member at the Awards Dinner on November 5, 2016 in Hyannis.

**VOTE: Mr. Small motioned; Mr. Bois; seconded; voted to adjourn the meeting at 9:06 p.m.
The motion carried unanimously.**

Meeting Handouts:

- 1) Agenda 9/14/2016
- 2) Meeting Minutes from 8/24/2016
- 3) Policy revision drafts ECA and IMG
- 4) Letters to towns regarding municipal representative
- 5) Camp Fatima letter
- 6) MOA's for WHEA Unit B and Unit C
- 7) Policy revision draft ADDA background checks
- 8) Superintendent's Self-Assessment and Goals 2016-2017
- 9) DECA and CSL Field Trip Requests
- 10) Donation request - \$1,000 to Athletics
- 11) Job Description - Facilities Night Lead
- 12) District Curriculum Accommodation Plan

Minutes respectfully submitted Michelle Kelley
