

Carver Public Schools
School Committee Meeting
MINUTES – August 21, 2017

School Committee Present:

Stephanie Clougherty
Gina Marie Hanlon-Cavicchi
James O'Brien
Andrew Soliwoda

Absent: Andrew Cardarelli

Also present:

Scott Knief, Superintendent
Brad Brothers, Chief Operations and Finance Officer
Meredith Cargill, Director Curriculum, Instruction and Technology

James O'Brien opened the meeting at 7:04 pm with Pledge of Allegiance.

- I Comments from the General Public:** None.
- II Comments from the EAPC:** Tom Pinto, EAPC President, thanked the Administration for including EAPC in the mentor program for new teachers and wished everyone a great school year.
- III Update by Student Advisory Representative:** None
- IV Approval of Minutes:** Andrew Soliwoda made a motion to accept the following minutes as written: June 12, 2017 regular session, June 12, 2017 executive session and June 29, 2017 joint meeting with Select Board. Stephanie Clougherty second the motion. Approved – all in favor.
- V Communications:** None
- VI Reports from the Superintendent**

Instructional Leadership Standard I

A. Personnel:

*Hires: **Teachers:** Caitlyn Bryan, Science MHS Teacher; Muriel Burns, Special Ed (p-t); Sara Charbonneau, p-t MHS Adjustment Counselor; Stephanie King, CES Sped Teacher, Joyce Macrina, Grade 3 CES Teacher*

***Support:** Kathryn DeCoste, Pre-K Para; Ashley Doyle, MHS Administrative Asst.; Michael Doyle, MHS Sped Para; Anthony Fulmine, MHS Sped Para; Michelle Nickerson, MHS Administrative Asst.; Wendy Pasolini, CDL Bus Driver; Jennifer Ruzzano, CES Food Service.*

Resignations/Retirements: *Caroline Cartmill, ABA Asst.; Julie Dore, MHS Foreign Lang. Teacher; Elizabeth Farmer, Pre-K Para; Amy Folsom, Food Services, Susan Kallio-Vincent, Pre-K Para; Andrea Kane, Grade 3 Teacher, Janae McNamara, Food Service, Bethany Ogozaly, Grade 3 Teacher, Joan Simmons, Admin. Asst. (retire); Elizabeth Stine, Speech Lang Pathology Asst.*

Management and Operations Standard II

- B. Monthly School Building Report:** Walter Hartley, PMA Senior Engineer, attended the meeting to bring the Committee up to date on the Elementary School construction project. We are at about 48% completion. Projects underway include: excavating for new tel/com utilities, demolition of existing shed, cafeteria and multipurpose room soffit framing, air vapor barrier and green girder installation in cafeteria, exterior masonry, and window installation. We are on time and under budget.
- C. Update Accelerated Repair Project-MHS:** Scott Knief explained the project is a bit behind schedule and will not be complete prior to the opening of school. The two reasons are the types of windows required will not be on site until the week of September 11th and an unforeseen problem with metal paneling needed to be remediated holding up the completion of roof, roof edge metal, replacement doors and storefronts, painting and signage. Overall the project has gone well, everything should be complete by end of September and within the approved budget.
- D. Professional Development:** Meredith Cargill reported on the methodology of needs assessment for professional development for our staff in order to do what we want for our students ~ for what they need to know and be able to do. The Middle High School priorities are: 1. Technology Integration; 2. New/Effective Instructional Strategies; 3. Content-Specific PD; 4. Social Emotional Learning; 5. Supporting Students with Learning Differences; 6. UDL and 7. PBL. Elementary priorities are: 1. Social Emotional Learning; 2. Technology Integration; 3. Project-Based Learning; 4. Executive Functioning; 5. Supporting Students with Learning Differences; 6. UDL; 7. 21st Century Learning Skills and 8. Content Area Writing. The standards for high quality professional development were outlined.
- E. Opening Day Ceremonies:** Faculty and staff will return for Opening Day on Monday, August 28th at 8 am starting with a Breakfast. At 8:45 am Ceremony will be held in the auditorium to Welcome Back everyone.
- F. Naming of New Elementary School:** The Superintendent spoke about the policy regarding naming of new facilities. He will prepare a survey to be shared with all staff and students as well as members of the community. The survey will be printed in Carver Reporter, appear on school website, and twitter. The next School Building Committee will be at end of September or beginning of October and the survey results will be disclosed at that time.

Discussion regarding the destruction of “old” school and how the community would be involved was also a topic.

VII Recommendations from Superintendent

A. Project Contemporary Competitiveness: The Superintendent explained the history of the school’s relationship with PCC. During the upcoming budget season, the Committee will discuss whether or not to remain members of PCC because the annual membership fee has been a larger than the amount of students who have recently participated. Students can still attend the PCC summer enrichment program even if Carver decides to withdraw its membership. Andrew Soliwoda made a motion to re-appoint Meredith Cargill as the school department representative to the PCC Board. Stephanie Clougherty second the motion. Approved. All in favor.

B. Request to Recycle Technology Equipment : Andrew Soliwoda made a motion to approve the request to recycle technology equipment. Stephanie Clougherty second the motion. Approved. All in favor.

C. End of Year FY 17 Budget Transfers: Brad Brothers explained the rationale for the requests to make budget transfers to end of year FY 17 accounts. Andrew Soliwoda made a motion to approve the request to transfer. Stephanie Clougherty second the motion. Approved. All in favor.

D. FY 18 Budget Transfers - Brad Brothers explained the rationale for the requests to make budget transfers to FY 17 accounts. He also asked the Committee if they had any objections to reporting Middle High School accounts together under one line item. For example instead of MS Art and HS Art, just one line indicating Art Instruction. This would be for streamlining the accounting process. The Committee told Mr. Brothers they were in agreement of using best practices for accounting and Andrew Soliwoda made a motion to approve the request to transfer . Gina Hanlon-Cavicchi second the motion. Approved. All in favor.

E. School Lunch Increase: After a review of the Food Services Dept. budget by Kath Farrar, Director of Food Services and Brad Brothers, Chief Operations and Finance Officer, a request was brought to the Committee to discuss and vote on increasing breakfast and lunch costs by ten cents, The new prices will be: MHS Breakfast-\$1.75, and Lunch \$2.75. CES Breakfast-\$1.75 and Lunch \$2.50. Andrew Soliwoda made a motion to improve the cost increase, Gina Hanlon-Cavicchi second the motion. Approved. All in favor.

F. Food Services Policy: Brad Brothers met with the Policy Sub-Committee members, James O’Brien and Andy Cardarelli to discuss the need for a Food Services Policy. The policy is actually a statement of the current practices and it was necessary to formalize and vote on this information. The Superintendent recommended waiving the second reading and suggested a vote be taken. Andrew Soliwoda made a motion to waive the second reading of Policy EFD and to

approve it's adoption as written. Gina Hanlon-Cavicchi second the motion. Approved. All in favor.

VIII Reports from the School Committee: Stephanie Clougherty reminded the community there will be a Wellness Fair at the Elementary School during the school tour times of noon to 4 pm. There will be multiple agencies and vendors with information and parent resources.

Andrew Soliwoda wished all the families a great start to the school year and urged them to become involved, to be heard, to be active.

James O'Brien mentioned it will be an emotional year at the Elementary School with lots of "lasts" as the existing building will be replaced with the new school for the next school year. He also wished everyone a great school year.

VIII Executive Session: James O'Brien asked for a motion to adjourn regular session and to enter into executive session not to return to open regular session to conduct strategy in preparation for negotiation/collective bargaining with union personnel. Andrew Soliwoda made the motion, Stephanie Clougherty second the motion. All in favor 4-0, by role call.

Meeting adjourned at 8:40 p.m.

Respectfully submitted by Annmarie Metrano