A meeting of the Wareham School Committee was held on Thursday, November 14, 2019 at 7:00 p.m. in Room 320 at the Multi-Service Center. Members present were Michael Flaherty, Joyce Bacchiocchi, Mary Morgan, Apryl Rossi and student representative Emily Roberge as well as Superintendent Kimberly Shaver-Hood, Assistant Superintendent Andrea Schwamb, and recording secretary Michelle Ruiz. Member absent was Laurie Spear due to work commitments.

Chair Flaherty called the meeting to order at 7:00 p.m. He stated that the meeting was being recorded for broadcast by WCTV and an audio recording by Mrs. Ruiz. Anyone else recording the meeting must let the Chair know.

The Pledge of Allegiance was led by Chair Flaherty.

PUBLIC COMMENT - None

GOOD NEWS
Ms. Rossi shared that the Vikings won its last regular football game with Senior Night. The next game is on Thanksgiving Day against Bourne.

Dr. Schwamb shared that Aislinn Weintraub, Teacher at Coop was chosen by 99.9 Radio as Teacher of the Month.

Mrs. Bacchiocchi thanked voters who came out to Town Meeting and supported the school articles; congratulated all fall sports teams especially the Field Hockey team who went to the tournament; and was excited to visit the John W. Decas School and the Veteran’s Day ceremony held at Decas.

Chair Flaherty stated that he had also toured Decas Elementary School, Minot Forest wing and the Middle School; the PTA event raised about $1,500; at the Veteran’s Day Breakfast a video was shown about the Decas School name; he had sat in on the Policy Review meeting with robust deliberations; he attended the MASC Conference which is professional development for a school committee member; and attended the soccer banquet last night recognizing players.

Report of the Student Representative
Miss Roberge reported that the Key Club served lunch at the Veteran’s Day celebration at Onset VFW; the Haunted Hallways was a success with 600+ kids attending; and the Key Club was named outstanding youth organization on Cape Cod and awarded a grant which will be given to Turning Point.

Minutes of the Meeting
Ms. Rossi moved to approve the minutes of October 17, 2019, seconded by Mrs. Bacchiocchi.
yea – 4; nay – 0; abstain - 0

Discussion of School Field Trips
Dr. Shaver-Hood reported that we apply to the standards of the curriculum. Field trips give a cultural experience, team building, and leadership opportunities. They allows students to explore places they might not have the opportunity to go and learn about our local community. Sometimes field trips are brought to the students with guest speakers. She thanked the PTA for funding our field trips and the teachers/staff for going on the field trips.

Principal Seamans responded to the committee members’ questions. Field trip requests are not denied and most trips are repeated each year and agreed to in advance at the grade level and submitted to the PTA for funding of buses. Some field trips are free and others we try to obtain grant funds.

Two lists of field trips were provided, a completed list from last year and a shorter list of anticipated field trips for this year. Dr. Schwamb stated that the field trips align with our curriculum.

Acceptance of Gift
Dr. Shaver-Hood recommended acceptance of a gift of $150 to WHS from Roby’s Gas for student work travel.

Ms. Rossi moved to accept the gift, seconded by Mrs. Morgan.

VOTE:  yea – 3; nay – 0; abstain - 1 (Joyce Bacchiocchi)

Weighing of Superintendent's Goals for 2019-20
There was a brief discussion of the weights listed on the Wareham Superintendent Evaluation form for 2019-20.

Dr. Shaver-Hood asked if the Committee would be adopting the new evaluation form from the state.

Chair Flaherty stated that this topic would be for a later discussion.

Mrs. Bacchiocchi moved to keep the weights of the goals as is on the evaluation form, seconded by Mrs. Morgan.

VOTE:  yea – 4; nay – 0; abstain - 0

Mrs. Bacchiocchi asked at what point do we discuss the new DESE Evaluation form. We should have more conversation throughout the year so the Superintendent knows what we are looking for. We do have a mid-year review but maybe have a subcommittee or a workshop meeting.
Mrs. Morgan suggested a subcommittee to look at our procedures as a Committee.

Ms. Rossi stated that a lot of districts have School Committee goals to see what has been accomplished. Maybe a subcommittee can align these goals.

Dr. Schwamb asked how will you, as a committee, be evaluated and by whom?

Mrs. Bacchiocchi stated that a conversation about goals was previously held and it was said we are following the strategic plan. Perhaps the committee can discuss this at another meeting.

**Class Size Report October 1, 2019**

Dr. Shaver-Hood reviewed the class size by grade level, section, and department at the Middle and High schools. The elementary class size is in the low 20s. Students going out of the district Charter-93; Home School-43, Choice-258, Upper Cape-252, Bristol Aggi-5.

Private Schools enrollments are done in January (School Attending Report).

Principal Chandler addressed the concerns in one class in Grade 2 - 24 includes 3 sub-separate students and during the tour a classroom had 4 adults - one a volunteer, one a COTA, one from the grandparent program, one teacher. On November 20th there will be a Red Bucket Brigade for volunteer training.

Chair Flaherty mentioned the low numbers in IB and AP but Principal Palladino was not present as he was at a NEASC meeting.

**Report of the Superintendent**

- Approval of Bill and Payroll Warrants
  - Payroll Week Ending October 19, 2019 $134,940.33
  - Payroll Week Ending October 26, 2019 $924,533.67
  - Payroll Week Ending November 2, 2019 $143,055.14
  - Bill Warrant 10/24/19 $443,052.00
  - Bill Warrants 10/31/19 $124,145.95; $307,562.50; $3,395.17
  - Bill Warrant 11/7/19 $101,944.53
  - Bill Warrant 11/14/19 $113,546.00
  - Payroll Week Ending November 9, 2019 $926,184.49
  - Bill Warrant 11/14/19 $3,395.17
  - Bill Warrant 11/21/19 $44,179.20

Ms. Rossi moved approval of the warrants as listed, seconded by Mrs. Bacchiocchi.

Chair Flaherty & Mrs. Morgan asked about the bill for Brian Swartz, videographer. Dr. Shaver-Hood replied that all our school videos are outsourced.

**VOTE:** yea – 3; nay - 1 (Mrs. Morgan); abstain - 0
• **Monthly Financial Report**
  Mrs. Bacchiocchi had previously asked the superintendent about the tuitions for out of district and transportation. She was told that these funds are encumbered for the year.

  Chair Flaherty stated his concern with several line items budgeted at $0 but spending from these accounts. The Superintendent stated that we will be making some journal entries.

  Not having enough time to review this document, Ms. Rossi moved that the monthly financial report be placed on the next agenda, November 21st, seconded by Mrs. Morgan.

  **VOTE:** yea – 4; nay – 0; abstain - 0

**Consideration of New Bus Transportation Policy**
Chair Flaherty stated that we are presenting this new policy to allow the public to look at it and ask questions.

Dr. Schwamb stated that the policy review committee recommended taking the language from our website relative to bus applications. Our only policy was on inclement weather so this information becomes the new Bus Transportation policy.

A vote will take place at another meeting in accordance with policy.

**Report of the School Committee**
- **Recommendations from Policy Review Committee** - Mrs. Morgan reported on the recommendations:
  - Goals Statement - updated vision statement
    Ms. Rossi moved to amend the Goals Statement policy, seconded by Mrs. Bacchiocchi.

    **VOTE:** yea – 4; nay – 0; abstain – 0

  - Emergency Health Procedures - no changes - discussion took place about when a child can return if the child has nits, but the committee did not want to make any changes.

    Ms. Rossi moved to approve the Emergency Health Procedures policy as submitted, seconded by Mrs. Bacchiocchi.

    **VOTE:** yea – 4; nay – 0; abstain – 0

  - Inclement Weather Bus Transportation - originally was called Bus Transportation - changed the title and added in the non-serviceable area (1.0 mile or less) not otherwise qualifying for transportation. Also “and/or”.
There was discussion on a common bus stop and how this information is given out to parents.

Ms. Rossi moved to change the language in the first sentence to “In the non-serviceable area (1.0 mile or less) when sidewalks or walkways become impassable, a bus stop will be provided to K-12 students residing in Wareham not otherwise qualifying for transportation.”, seconded by Mrs. Morgan.

VOTE: yea – 4; nay – 0; abstain – 0

○ Public Comment at School Committee Meetings – At the Policy Review Committee meeting there was discussion on 2nd paragraph changing “regular meetings are held at Wareham Middle School on the first and third Wednesdays each month” to “at the Multi-Service Center for scheduled meetings.” and also changing the policy title from Public Comment back to Public Participation. There was discussion whether it says the school committee cannot respond and Dr. Shaver-Hood was asked to contact the school attorney. Attorney Pagnini’s response of November 7, 2019 was read into the record by Chair Flaherty.

Yes, there is nothing in the policy that I see that would prevent a SC member from responding to a comment/question posed to the committee during the public comment period. (That the policy anticipates individuals asking questions of the SC would, to me, also imply that the SC would need to answer those questions as well.) That said, in my experience comments from SC members in an open comment period are typically limited to trying to clarify what an individual is saying, rather than engage an individual and dialogue about an issue. It is not really intended to be a debate or discussion, more an opportunity for members of the public to state their viewpoints. Any comments from SC members are also typically directed through the chair.

Chair Flaherty stated that in the past the policy name was just changed with no substance changes. He suggested just changing the name and take out the first sentence (2nd paragraph).

Dr. Schwamb also said it was suggested at the Policy Review Committee that sections a, b, and c of the policy be read at each meeting.

Dr. Shaver-Hood said the members also talked about a work session at 6:30 p.m. for the public to come and express their views on agenda items.

Mrs. Morgan said that a parent suggested trying it throughout the meeting 15 minutes allowed and to try both ways for public comment to see which will be the best.

Mrs. Bacchiocchi shared that when this policy was changed, it was in line with the Board of Selectmen change in its policy.
Ms. Rossi publicly apologized that since she has been on the committee she was led to believe she was not allowed to address the public because of comment and not participation.

Mrs. Bacchiocchi moved to remove the second paragraph first sentence, seconded by Mrs. Morgan.

It was noted that the Policy Review Committee had not voted on the Public Comment policy. Mrs. Morgan was just sharing the thoughts of the members. Mrs. Bacchiocchi rescinded her motion and Mrs. Morgan rescinded her second.

Mrs. Morgan will bring the changes suggested by the School Committee to the next Policy Review Committee meeting.

- School Committee Standing Rules of Procedure - Chair Flaherty shared with committee members some information he had received from Attorney Pagnini regarding this policy. The Policy Review Committee had not reviewed or voted on this policy yet.

Next Policy Review is December 2nd at 5PM

- Chair to Release Executive Session Minutes
  Chair Flaherty announced the following executive session minutes are appropriate for release:
    September 16, 2015; October 21, 2015; June 21, 2017; February 7, 2019; March 14, 2019; April 11, 2019; and June 6, 2019

**Evaluation of Superintendent for 2018-19**
Chair Flaherty announced that the Committee met at 6:30 p.m. this evening to distribute the evaluations and then adjourned. In a recent court case he could not email the documents because this would constitutes a deliberation. He could have given the evaluation just to the Superintendent but not the Committee members.

All members had a summary and a copy of Mrs. Spear's evaluation which was read into the record as received today 11/14/19.

Chair Flaherty shared an excel spreadsheet on the screen and read his evaluation summary, which included quotes from members. The 2018-19 ratings ranged from Proficient to Unsatisfactory for a total of 76.83 points with a final rating as Needs Improvement. Full copies of evaluations are public documents.

He opened the meeting for comments and/or questions from Committee members and the Superintendent. Dr. Shaver-Hood had no comment.
Mrs. Morgan commented that she disagreed with the leadership style and explained why. Four people left the business office since last year, a long-term employee and the business manager who was terminated and never received a formal evaluation and never received feedback for improvements. In Sharon this person received exemplary. She was also concerned with the number of administrators who left the system – 5 middle principals, 3 sped directors, 4 food service directors, 2 transportation directors, 3 principals Coop, and several assistant principals.

Mrs. Bacchiocchi elaborated on her comments. She spent a lot of time in meetings with the Superintendent and rated her proficient. The independent district review was an important document to refer to and this report was quoted in her evaluation. Once per year is the evaluation but she is having conversations all year long with the Superintendent.

Chair Flaherty stated that educationally the district is doing great. He had concerns with the operations/fiscal/personnel areas and rated a needs improvement. He stated that needs improvement is not a negative but areas for improvement.

Ms. Rossi stated that there are so many strong points in our district which should not be overlooked. Historically parental engagement is lost as kids get older and past perception is negative.

Dr. Schwamb stated that the Superintendent’s evaluation evaluates every one of us as we work as a unit and it reflects on all of us.

**School Committee Budget Priorities**
Chair Flaherty stated that it was suggested at MASC for the Committee to have budget priorities.

Chair Flaherty - need a Business Manager to help the Superintendent - agreement
Currently there is a Finance Operation Manager, Payroll Secretary and two Bookkeepers.

Chair Flaherty - audit of the school finances - agreement
Dr. Shaver-Hood suggested also looking at the efficiency of our positions.

Ms. Rossi - transportation with spare buses available and agree with Superintendent on efficiency of positions.

Dr. Schwamb - also look at over use of our current staff.

Mrs. Bacchiocchi asked the Chair to consider a budget workshop between the presentation and the public hearing.

**Any other business**
Mrs. Bacchiocchi updated the members on the Minot Building Committee. The project is ahead of schedule and we hope to hear from the project manager at an upcoming meeting.
Chair Flaherty shared that the Middle School band is awesome. He heard grade 5 students playing when he toured the Middle School.

Ms. Rossi moved to adjourn the meeting, seconded by Mrs. Morgan.

VOTE: yea – 4; nay – 0; abstain – 0

The meeting adjourned at 9:09 p.m.

Respectfully submitted: ________________________________

List of documents:
Correspondence: Superintendent’s Newsletter, Personnel list; Notice of vacancy; Bill & Payroll Warrants
Minutes of the Meeting October 17, 2019
Field Trips
Roby’s Propane Gas Donation
Superintendent’s Evaluation Form 2019-2020
Class Size Report 2019-20 October 1, 2019
Budget Report – Date Range July 1, 2019 to October 31, 2019
Bus Transportation policy
Goals Statement policy
Emergency Health Procedures policy
Inclement Weather Bus Transportation policy
Public Comment at School Committee Meetings policy – email Attorney Pagnini
School Committee Standing Rules of Procedure – email Attorney Pagnini
WPS Superintendent Evaluation Summary 2018-2019/Narrative/Evaluations