

December 20, 2017

A meeting of the Wareham School Committee was held on Wednesday, December 20, 2017 at 7:00 p.m. in the Wareham Middle School Auditorium. Members present were Judy Caporiccio, Joyce Bacchiocchi, Mary Morgan, Geoff Swett, and Laurie Spear as well as Superintendent Shaver-Hood and recording secretary, Michelle Ruiz. Absent was student representative Jamie Read.

Chair Caporiccio called the meeting to order at 7:00 p.m. and announced that the meeting was being videotaped for live broadcast by WCTV and an audio recording by Mrs. Ruiz.

#### **PUBLIC COMMENT**

Mike Flaherty, citizen, asked if a copy of the line item FY19 budget on the agenda for a vote tonight is available. Dr. Shaver-Hood stated that a line item budget will be made available later in the budget process.

Michelle Lefrancois, taxpayer, parent, and educator in the Wareham Public Schools discussed the proposed budget for FY19. She thanked every administrative team, Dr. Shaver-Hood and Michael MacMillan for preparing this document. She expressed concern with equity amongst the schools referring to enrolled vs staffing for salaries. She asked why a request in the high school budget for teachers was almost \$700,000 more than at Decas with a lower enrollment. Decas has the youngest, neediest learners and we should strive for equitability. The para salaries have some inequity with \$50,000 more than what is requested at Decas and a \$90,000 library salary at the high school while the elementary schools no longer have a library. Administration should refrain from cutting anything and find equity for all students - staff to student ratio.

Mr. Swett thanked Mr. Flaherty and Mrs. Lefrancois for coming this evening and speaking their minds. He will make comments later during the budget agenda item.

#### **GOOD NEWS**

- **Showcase K-2 Literacy Demonstration** - Bethany Chandler, Interim Principal of Decas, introduced her presentation on School Lights on Literacy with video and live presentations. Kindergarten teachers Jennifer Medeiros and Darlene McQuade demonstrated the Blue Book phonics with four K children and then Vowel Bat song. Assistant Principal Jo-Anne Gibbs showed slides of Love a Book Time, FLASH Phonics Word Families, and a video of some first graders learning literacy skills. Two grade 2 students Austin and Caden shared how they learn literacy skills with a google video presentation.

Questions from School Committee: How does these literacy practices differ from a year ago. Ms. Medeiros stated that these practices are much more rigorous and include physical aspects with constant movement. What is the research of this program? This is practicing literacy and strategies. What do you do with students struggling? We have grouping of students in smaller groups focusing on those skills they are struggling with and offer additional interventions. Do you have enough staff support to implement these practices effectively? We could always use more staff and we also reach out to get volunteers. What is the benefit of movement for students? Movement strengthens the eyes to track the words and strengthens their core to allow a student to write for a longer period of time. Are there grouping dynamics? Yes, even across grade levels.

Mrs. Bacchiocchi thanked the administration for coming this evening and bringing the children.

- **Mass DECA District 8 Partnership with WCTV** - Principal Palladino recognized the partnership between WCTV and Wareham DECA and regional competition. Without their help these costs would be placed on the students.

Mr. Christian Fernandes, from WCTV, shared that WCTV will be doing the audio visual for DECA Districts with a live broadcast and live streaming for the event. The event will be on January 10th and 11th on the educational channel and U Tube live channel stream. A WCTV Board member will be the DJ at the dance and have games for the pep rally. WCTV has purchased equipment totaling \$7,000 for this event and will have seven staff with 5 WHS alumni working this event and will also be assisting in the SEMASS event at WHS. WCTV plans to help annually. The members gave a thank you to WCTV.

### **Minutes of the Meeting**

Mrs. Bacchiocchi moved to accept the minutes of November 15, 2017, November 20, 2017, and December 6, 2017, seconded by Mr. Swett.

VOTE: yea – 5; nay – 0; abstain – 0

### **Vote on the FY19 Budget**

Dr. Shaver-Hood presented the budget request for FY19 – net school spending \$27,664,687 non-net school spending \$1,748,992 total \$29,413,679.

Mr. MacMillan's power point presentation included the steps in the budget development from the 2017/18 budget of \$28,380,103 increased to \$30,913,679 then to reductions in budget requests to a total of \$29,413,679. Items that did not make it into the preliminary budget included capital, supplies, technology, staffing, contracted and cancelled projects. We will seek one time purchases/capital need estimates. He presented the Summary by Major Account with increases/decreases in FY'19. We will be looking at savings in transportation; work cooperatively with the town in operations and capital needs; identifying reductions; and increasing attendance of international students. After a vote, the Superintendent will present the budget to the Town Administrator.

### **Questions from School Committee**

Mrs. Morgan asked what the savings with the 240 grant for tuition are, can you explain why out of district costs have gone up and circuit breaker has decreased, and can you address the equity between schools. Mr. MacMillan stated the savings using the grant for tuition is \$20,000-\$30,000 and more students are expected to be placed out of district, circuit breaker is state money based on out of district tuition at a reimbursement rate into a revolving account for future expenditures. The Town established a Special Education Stabilization Fund of \$200,000, which is only available this year, not for FY19. Concerning equity, we will consider this when deciding on any reductions in the budget.

Chair Caporiccio thanked Dr. Shaver-Hood, Mr. MacMillan, Advisory Budget members Mrs. Bacchiocchi and Mr. Swett, and the administration. She read from the Budget Policy.

***"The annual budget is the financial expression of the educational program of the School Department, and it mirrors the problems and difficulties that confront the school system."***

***The Budget, then, is more than just a financial instrument and requires an orderly and cooperative effort on the part of the School Committee, the staff, and the community to***

*ensure sound fiscal practices for achieving the educational goals and objectives of the Wareham Public Schools.*

*A major portion of income for the operation of the public schools is derived from local property taxes, and the Wareham School Committee will attempt to protect the valid interests of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools."*

Mr. Swett commented that he looked at this budget in detail. Once you get past staff and fixed costs, the rest of the budget is so small to micromanage. The School Committee must approve changes outside of the major account but within major accounts; the superintendent can move funds as she sees fit on a routine basis as the CEO. He was uncomfortable with the percentage and resources the high school gets and yet it needs these resources to do as well as it does and compete.

Point of Order by Mike Flaherty relative to Mr. Swett's comments on transfers within the budget. The budget policy has a dollar amount or percentage set for the superintendent to transfer funds.

Mr. MacMillan stated that the transfers are not by major account but by sub accounts.

Mr. Swett stated that within the \$1.3 unspecified cuts, if there are any changes in the amounts of the major accounts, the administration must come back to the School Committee for approval.

Mr. Swett moved to approve the net school spending for FY19 of \$27,664,687, seconded by Mrs.

Bacchiocchi.

VOTE: yea – 4; nay – 0; abstain – 1 (Mrs. Morgan)

Mrs. Morgan abstained because she thought this was a pitiful amount and hoped there would have been more discussion on line items.

Mr. Swett moved to approve the non-net school spending for FY19 of \$1,748,992, seconded by Mrs. Bacchiocchi.

VOTE: yea – 5; nay – 0; abstain – 0

Mr. Swett moved to approve the total Budget for FY19 of \$29,413,679, seconded by Mrs. Bacchiocchi.

VOTE: yea – 4; nay – 0; abstain – 1 (Mrs. Morgan)

### **Report of the Business Manager**

- **Approval of Student Activity Accounts** – The Student Activity Accounts require annual approval. We are the holders of student money, raised for and used for students, with the primary responsibility of the principal. This approval includes closing the Class of 2015 account. There is a monthly reconciliation and approval of at least two people to spend the money. The Student Activities Misc B is a former account and will be spent down in the future.

Mr. Swett moved to approve the student activities accounts based on the presentation this evening as of November 2017, seconded Mrs. Morgan.

VOTE: yea – 5; nay – 0; abstain – 0

- **Financial Expenditure Report November** - The change from last year is due to more purchase orders encumbering the funds. We are restricting expenditures at this time. Areas of concern were Student Transportation, will draw on circuit breaker if we have to as planned; Athletic Services, some free cash for athletic equipment replacement this year; Transportation; Out of District Tuition; Heating and Substitutes.
- **Transfer of Funds** – Mr. MacMillan recommended the following transfers: Out of District Tuition into Classroom and Specialist Teachers; School Leadership; Guidance and Adjustment; District wide Academic Leadership; Non-Clerical Paraprofessionals; and Tuition Collaboratives. These transfers are being requested since we will be using the 240 grant for tuitions and over budgeted private tuitions but under budgeted collaborative tuitions. Also a transfer from custodial supplies to maintenance of equipment.

Mr. Swett moved to approve the transfers as outlined in the document prepared by the Business Manager dated 12/11/17, seconded by Mrs. Bacchiocchi.

VOTE: yea – 5; nay – 0; abstain – 0

- **Revolving and Grant Funds**
  - a) Active State and Federal Grants as of November by department
  - b) Revolving Funds and Private Grants as of November

It was noted that circuit breaker would be less this June than last June and the percentage went down to 65% but our claim was higher. The transportation balance does include McKinney Vento funds and we expect a zero balance at the end of the year to purchase vehicles.

#### Acceptance of Gifts

Superintendent Shaver-Hood recommended acceptance of the following gifts: \$19,000 from Gateway Restaurant to WHS Library.

Mr. Swett moved acceptance, seconded by Mrs. Spear.

VOTE: yea – 5; nay – 0; abstain – 0

\$20,000 from The Maurice and Anne Makepeace Family Foundation to WPS.

Mr. Swett moved acceptance, seconded by Mrs. Bacchiocchi.

VOTE: yea – 5; nay – 0; abstain – 0

\$150 from Noah B. Young of Onset to WPS for music.

Mr. Swett moved acceptance, seconded by Mrs. Morgan.

VOTE: yea – 5; nay – 0; abstain – 0

Davis Instruments Weather Station from Carol Bredberg of Wareham to WMS.

Mr. Swett moved acceptance, seconded by Mrs. Bacchiocchi.

VOTE: yea – 5; nay – 0; abstain – 0

### **Superintendent's Report**

#### **Approval of Bills and Payroll Warrants**

Payroll ending Nov 18 2017 \$145,494.62

Payroll ending Nov 25 2017 \$868,579.21

Payroll ending Dec 2 2017 \$139,871.62

Payroll ending Nov 22 2017 \$1,180.79

Payroll ending Dec 7 2017 \$1,180.79

Payroll ending Dec 9 2017 \$865,995.02

Payroll ending Dec 14 2017 \$1,180.79

Payroll ending Dec 16, 2017 \$139,808.66

Payroll ending Dec 21, 2017 \$1,180.79

Payroll ending Dec 28, 2017 \$3,034.79

Mr. Swett moved approval of the payroll warrants as previously approved and signed, seconded by Mrs. Morgan

VOTE: yea – 5; nay – 0; abstain – 0

Bill Warrant 11/30/17 \$137,268.59

Bill Warrant 12/7/17 \$84,140.77

Bill Warrant 12/14/17 \$38,430.82

Bill Warrant 12/21/17 \$173,541.38

Bill Warrant 12/28/17 \$95,340.09

Mr. Swett moved to approve the bill warrants as presented, seconded by Mrs. Bacchiocchi.

VOTE: yea – 5; nay – 0; abstain – 0

Dr. Shaver-Hood announced that this Friday is a half day of school and students will be dismissed for the Christmas holiday and resume classes on January 2, 2018.

### **School Committee Reports**

#### **Recommendations from Policy Review Committee**

- ☐ Charging Student Meals - change in last paragraph Bad Debt. Mr. Swett asked for the current balances of bad debt. Mr. MacMillan will get that information.

Mr. Swett moved to approve Charging Student Meals policy as presented, seconded by Mrs. Spear.

VOTE: yea – 5; nay – 0; abstain – 0

- ☐ Facilities Stewardship - no changes

Mr. Swett moved to approve Facilities Stewardship policy as presented, seconded by Mrs. Morgan

VOTE: yea – 5; nay – 0; abstain – 0

- ☐ Controlled Substances/Alcohol Use and Testing – This is the current town policy, no changes.

Mr. Swett moved to approve Controlled Substances/Alcohol Use and Testing policy, seconded by Mrs. Morgan.

VOTE: yea – 5; nay – 0; abstain – 0

- Reconsideration of Instructional Resources – The School Committee previously discussed this policy. The Policy Review Committee suggested adding the word “educational” under Ideologies.

Mr. Swett moved to approve Reconsideration of Instructional Resources policy as presented, seconded by Mrs. Morgan.

VOTE: yea – 5; nay – 0; abstain – 0

- Budget - changed to meet state regulations for chart of accounts and changed he/she and him/her - Change suggested by Chair Caporiccio (7<sup>th</sup> paragraph, page 1) .... *Town Charter. The Superintendent may delegate portions of this responsibility to members of the staff as deemed appropriate.*

Mr. Swett asked Mr. MacMillan to confirm when we move more than \$5,000 or more than 5% those transfers are being requested and approved by the School Committee as per the policy. Mr. MacMillan confirmed.

Mr. Swett moved to approve Budget policy with the suggested change, seconded by Mrs. Spear.

VOTE: yea – 5; nay – 0; abstain – 0

- Payment Procedures - change instead of three members sign have an appointed member and an alternate sign the bill warrant.

Mr. MacMillan stated that this change could be adopted per Ch. 41, Section 56. A record of such action must be made at the first meeting following such action.

Chair Caporiccio asked about having an electronic signature.

Mr. MacMillan stated the town attorney informed him that an electronic signature is acceptable and the policy does not prohibit this. We will send the signature and summary pages by email for electronic signature with all bills available in the office for review or a particular bill may be sent if a member requests.

Mr. Swett moved to approve Payment Procedures policy as presented, seconded by Mrs. Spear.

VOTE: yea – 5; nay – 0; abstain – 0

As per the amended policy, the Committee needed to appoint one School Committee member and one alternate to sign the warrant.

Mr. Swett moved that the Chair of the School Committee be the primary signer of both the payroll and bill warrant and the alternate be the Vice-Chair, seconded by Mrs. Morgan.

VOTE: yea – 5; nay – 0; abstain – 0

**Release of Executive Session Minutes**


Chair Caporiccio announced the release of the following executive session minutes: October 6, 2016 - January 4, 2017 - May 24, 2017

**Any Other Business - None**

Mr. Swett moved to adjourn, seconded by Mrs. Morgan.

VOTE: yea – 5; nay – 0; abstain – 0

The meeting adjourned at 9:14 p.m.

Respectfully submitted: 

**List of documents:**

Correspondence: Superintendent's Newsletter, Personnel List, Notice of Vacancy  
Minutes November 15, 2017; November 20, 2017; December 6, 2017

WPS FY19 Budget

WPS Student Activity Accounts

WPS Monthly Expenditure Report November

WPS Financial Report Transfer Requests

WPS Summary of Active State and Federal Grants

WPS Summary of Revolving Funds and Private Grants

Donation: The Maurice and Anne Makepeace Family Foundation 2017 Grant

Donation: Weather Station

Payroll and Bill Warrants

Charging Student Meals policy

Facilities Stewardship policy

Controlled Substances/Alcohol Use and Testing policy

Reconsideration of Instructional Resources policy

Budget policy

Payment Procedures policy

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